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General Information

The Tiffin University Academic Bulletin is published annually. The Academic Bulletin is intended for use from May 2015 through May 2016. The University may modify curriculum during the year. The provisions of this Academic Bulletin are not to be regarded as an irrevocable contract between the student and Tiffin University. Failure to read this Academic Bulletin does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the University reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered desirable or necessary.

ACREDITATION

Tiffin University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, Phone: 312.263.0456, www.ncahlc.org

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

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

NOTICE OF PRIVACY RIGHTS (FERPA)

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

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

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

Any student has the right to have directory information withheld from the public by indicating so on the admission application or by notifying the Office of Registration and Records in writing.

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

DISCRIMINATION

Discrimination happens when a person or group are denied rights, benefits, unbiased treatment, or access to programs or facilities available to all others because of affiliation in a protected class. Individuals of the protected class have historically been denied access to or are underrepresented in educational and employment opportunities and are protected from discrimination by federal and state civil rights laws.

HARASSMENT

Harassment is unwelcome conduct that is based on race, color, creed, national origin, marital status, sexual orientation, religion, pregnancy, sex, national origin, age (40 or over), disability, military status, or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment, access, scholarship, or education. It is also unlawful when conduct is severe or pervasive enough to create an educational or work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws similarly prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws. The laws also prohibit anti-discrimination for opposing employment practices that one reasonably believes discriminates against individuals in violation of these laws.

SEXUAL HARASSMENT OR SEXUAL MISCONDUCT

Members of the university community and visitors have the right to be free from sexual violence. All members of the campus community are expected to behave in a manner that does not intrude upon the rights of others. Tiffin University believes in a zero tolerance policy for sexual harassment and misconduct. When an allegation of harassment or misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such activities are certainly not repeated. Sexual misconduct offenses include but are not limited to sexual harassment, non-consensual sexual contact or intercourse, sexual exploitation, coercion, hostile environment, incapacitation, or intimidation. Physical sexual harassment may include intercourse, sexual exploitation, coercion, or even a hostile work environment.
RETAILATION
Retaliation is an opposing action or threat of an adverse action taken by a member of the University in response to a person who, in good faith, makes a protected disclosure under this policy. University faculty, administration, staff, students, or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions for the purpose of intruding with the right of a person to make a protected disclosure to an immediate supervisor or other appropriate administrator within the scope of this policy.

LIMITATIONS OF SCOPE
Annoyances, petty slurs, and isolated (unless severe) incidents of uncivil, rude, or non-collegial behavior will usually not rise to the level of violation of policy and should be addressed to a supervisor. The legitimate application of supervisory authority, including evaluation and requiring adherence to standards of performance, safety, and conduct shall not be considered discrimination, harassment, or retaliation under this policy.

Mandatory Participants
It is the responsibility of all members of the University community to create and maintain an educational and employment environment that is free of discrimination. If someone you know has been a victim of sexual harassment or misconduct by any member of the University community, you are encouraged to file a formal complaint. Title IX is a federal law that prohibits discrimination on the basis of gender, including sexual harassment. The Title IX Office is charged with investigating all complaints of violations in this regard.

RIGHT TO FILE A COMPLAINT
Any member of the Tiffin University community (faculty, staff, students, visitors and third-party vendors) who believes that he/she has been a victim of gender-based discrimination and/or sexual harassment/sexual misconduct by any member of the University community may file a complaint with:

Dr. Sharon Perry-Fantini
Assistant Vice President for Diversity & Equity/Title IX Coordinator
Office for Institutional Diversity & Equity
27 S. Sandusky
Tiffin, OH 44883
419-448-3504
perrynauses@tiffin.edu

The University does require submission of grievance in the official incident reporting form. The form is available on the website at http://www.tiffin.edu/institutionaldiversity/titleix/Incident_Reporting.pdf

COOPERATION WITH INVESTIGATION
A complainant is expected to keenly provide evidence that will support his/her complaint in the time and manner believed essential and proper by the University to conduct the investigation. Failure to collaborate with the investigation in a timely manner may compromise the ability of the University to conduct an investigation and address allegations entirely. Third parties could file a complaint on behalf of a person whom they trust has been adversely affected by behavior in violation of this policy. All employees and students are required to participate and cooperate with investigations as required by federal, state, and University policies.

Information gained in assembly with the filing, investigation, and resolution of allegations will be treated as confidential excluding to the level it is essential to disclose details in the course of the investigation or when compelled to do so by law. All persons involved in the procedure must observe the same standard of discretion and respect for the privacy of persons involved in the case.

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

DISABILITY AND ACCOMMODATIONS GRIEVANCE
This policy includes a grievance procedure for resolution of complaints received from the following but not limited to faculty, staff, students, visitors, and third party vendors alleging discrimination based on disability. Persons who have been denied accommodations may utilize the grievance procedure. For more information, please contact the Office for Institutional Diversity & Equity.

SANCTION STATEMENT
Any person found responsible for violating the policy on Harassment, Sexual Misconduct, Discrimination, or Retaliation may receive a sanction ranging from warning, probation, suspension, expulsion, or termination depending on the severity of the incident(s), and taking into account any previous campus code violations. The University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious alleviating conditions or offensive behavior.

COMPLAINT CONTACT
Any person may file a complaint with: Office of Civil Rights, One Government Center, Room 936, Jackson and Erie Streets, Toledo, OH 43604. (419) 245-2900.
MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff, it is my pleasure to welcome you to Tiffin University. We are guided by our motto, “SINE AUDACIA NULLUM PRAEMIUM” – translated as “without risk, there is no gain.” This motto is the cornerstone of Tiffin University. It is a message for life itself.

Tiffin University offers a comprehensive college experience both inside and outside of the classroom. Tiffin students use their minds and hands to engage in real-world experiences taught by faculty who are experts in their respective fields. TU faculty members serve as mentors and advisors and help students select the most effective classes of study. They also provide internship opportunities and careers with national and global industry partners, federal agencies, corporations and entrepreneurial companies.

Tiffin University is the place to make powerful, life-long connections as you engage with a diverse population of students from across the United States and the globe. Today, there are 299 international students attending TU, representing more than 30 countries. Tiffin is proud of its growing diversity as it provides a unique opportunity for International and American students to share a heritage that goes beyond the classroom.

In the classroom, academic achievement is paramount. Tiffin University believes a college degree is earned – not rewarded. Our graduation standards exceed those of many other institutions because the professional world expects excellence. As a student of Tiffin University, we will expect more from you and you will learn to expect more from yourself.

As TU’s newest and 5th President, I look forward to meeting you! I would consider it my honor to welcome you to our very unique institution of higher learning.

Curtis B. Charles, Ph.D.
President

HISTORY OF THE UNIVERSITY

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

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 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, 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, 4-year colleges and universities, businesses, government agencies, nonprofit 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 fundraising, 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 (ACJ, BA, BBA, BCJ, BS, MBA, MS)**
The Tiffin Campus offers Associate’s degree, Bachelor’s degree and Master’s degree programs in the seated, classroom format. On-campus housing and food services are provided in addition to student services, intercollegiate athletics, and a number of extracurricular activities.

**BRUNSWICK (BCJ)**
Tiffin University offers the Off-Campus Bachelor’s Degree Completion Programs on the Brunswick campus of Cuyahoga Community College.

**TOLEDO, CLEVELAND, AND FREMONT (BBA, BCJ)**
Tiffin University offers BBA and BCJ Off-Campus Bachelor’s Degree Completion Programs at Tiffin academic centers at Owens Community College in Toledo, on the campus of Cuyahoga Community College in Cleveland, and Brunswick, and at Terra Community College in Fremont.

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

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

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

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

**Financial Aid**
155 Miami St.
Tiffin, OH 44883
Phone: 419-448-3279, Toll-free: 800-968-6446
Fax: 419-443-5025
Email: finaid@tiffin.edu
Website: www.tiffin.edu/finaid
Hours: Monday - Friday: 8am - 5pm
VETERANS AFFAIRS SERVICES
The Office of Veteran Affairs facilitates military benefits certification services, as well as provides other information regarding military and veteran processes and procedures, for current military service members, veterans, and spouses of current service members of all branches of the United States Armed Forces.

Veterans Affairs information can be found at www.tiffin.edu/va

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING
The undergraduate academic advising program on Tiffin Campus provides information, awareness and exposure to college services and activities. Advisors promote student motivation and effectiveness so students are successful at Tiffin University.

Academic Advising provides:
• A main point of contact
• Drop-in advising year round and appointments during advising weeks
• Change/add a major or minor
• Drop/Add a class
• Plan for Graduation (+year plan)
• Undecided students—assistance with major and career exploration
• A communication plan to inform students about upcoming deadlines and important information

FACULTY MENTOR
Students are assigned to a faculty mentor in their major field after their first semester at Tiffin University. Once an undeclared student decides on a major, they will be assigned a faculty mentor in his/her field. Faculty mentors will assist students in providing career and internship guidance, discuss requirements and expectations in major, and discuss graduate school opportunities. Students who build a relationship with their faculty mentor are more likely to persist to graduation and develop life-long skills necessary for a successful career.

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

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

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

Students in the Bachelor programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing in the major (2.50 cumulative grade point average) to enroll for an internship. Additional requirements may be determined by departments. The internship application must be submitted to the Registrar prior to beginning an internship for registration.

STUDENT ACCESSIBILITY SERVICES
All student accommodations are extended through the Office of Accessibility Services. Students with disabilities are encouraged to fill out the online Accessibility Services application and then contact the Director of Accessibility Services @ 419-448-3021 (kloepfers@tiffin.edu) to set up a confidential appointment to discuss accommodation guidelines and available services. Any student who feels he or she may need an accommodation based on the impact of a documented disability should contact the Director prior to the start of each academic term to coordinate reasonable accommodations.

THE MURPHY ACADEMIC SUPPORT CENTER
The Murphy Academic Support 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 the Murphy Center adjacent to Pfeiffer Library, 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 Murphy Academic Support Center can accommodate and track students who have study table requirements. In the lower level, there are more offices for Success Coaches and student use for studying or group work.

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

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

UNIVERSITY HEALTH SERVICES

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

INFORMATION TECHNOLOGY SERVICES

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

PFEIFFER LIBRARY

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

All students are encouraged to access the Library's webpage, containing LibGuides, hints for searching for books, hints for searching for articles, library hours, and contact information. Students who have any questions should contact Pfeiffer Library staff via email or phone.

TRANSCRIPT REQUESTS

An official transcript shall be issued at a charge of $8.00 if all financial obligations to the University have been satisfied. Students requesting transcripts sent must submit a Transcript Request Form. The Transcript Request Form can be found on and printed from www.tiffin.edu. Payment must be made before transcripts will be sent. Unofficial copies may be requested for a $6.00 fee.

REFUND POLICIES

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

If the last date of attendance or participation was: The refund will be:
Before the start of the course: 100%
During the first calendar week of classes: 100%
During the second calendar week of classes: 25%
After the second calendar week of classes: No Refund

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

AUDITING COURSES

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

GRADUATION APPLICATION

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

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

REQUIREMENTS:

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

APPROVAL PROCESS:

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

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

WITHDRAWAL POLICIES

WITHDRAWING FROM A COURSE – ALL CAMPUS LOCATIONS

A student may withdraw from a course before the last date to withdraw without a failing grade to receive a grade of “WD” in the course. All classes withdrawn after the withdrawal date will carry a grade of ‘WF’ (withdraw failing).

TIFFIN SEATED PROGRAMS

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

ONLINE & OFF-CAMPUS PROGRAMS

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

ALL PROGRAMS

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

Any form of withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

ADMINISTRATIVE WITHDRAWAL POLICY – ALL CAMPUS LOCATIONS

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

• Academic withdrawal - The Office of Registration and Records may administratively withdraw or drop a student from a course or courses for academic reasons such as, but not limited to, Academic Probation, Academic Dismissal, unapproved credit overload, and prerequisites not satisfactorily completed.
• Disciplinary withdrawal - As a result of college judicial proceedings, a student may be disciplined dismissed from Tiffin University. In such cases, regardless of the timing during the semester, the student is withdrawn from classes; the grade of ‘WD’ or ‘WF’ will be based on last date of participation in the classes and earns no credit for the semester. The judicial process is under the jurisdiction of the Dean of Students. Any form of disciplinary withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.
• **Medical withdrawal** - As a result of medical necessity, a student may be withdrawn from a class or classes. Such withdrawals will only be granted based on appropriate medical documentation attached with the drop slip. A grade of ‘WD’ will be assigned. Where appropriate, and with an instructor’s permission, a student could receive a grade of ‘I’ (Incomplete) in one or more classes. Any form of medical withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

• **Excessive absence withdrawal** - Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend and participate in all scheduled classes and to abide by the University’s drop/withdrawal policies.
  > **Tiffin campus programs** - Faculty must notify Academic Advising that a student be administratively withdrawn from their seated course if they do not attend scheduled class meetings and do not submit an assignment for 14 consecutive calendar days until the 60% point of the term/semester. The final grade will be based on the last date of attendance*. The student’s financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy. *If the student has participated within the last 14 days of term/semester, a grade will be earned.
  > **Online programs** - For online courses, students will be administratively withdrawn if they do not demonstrate attendance by participating in an academically related activity in accordance with the Department of Education regulations for 14 consecutive calendar days (this does not include logging into an online class without active participation). The final grade will be based on the last date of documented academically related activity*. The student’s financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy. *If the student has participated within the last 14 days of term/semester, a grade will be earned.

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

Active duty students also have the following options:
• Complete course requirements at a later date. The student may take an ‘I’ in a course(s) and complete coursework upon release from active duty.
• Course completion may be accomplished by independent study upon consultation with the appropriate faculty member.
• If a student has completed the majority of the course work for the semester, ‘I’s may be given for ALL of the classes. For instance, if registered for five classes, the student cannot take ‘I’s in two classes and then drop the remaining 3 classes.
• A student enrolled in an online or off-campus program may have already completed 3 or 4 courses and could receive an ‘I’ for the 4th or 5th. It would be recommended that if the student has not started a course, that he/she be completely withdrawn from the course(s).
• Withdraw from all classes for the semester. Each class will be dropped from the student’s record with notation made on the transcript for the semester: ‘WD/Student called to serve” in the military.

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

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

### DISCONTINUED PROGRAMS

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

Once it has been determined that a program will be discontinued:
• A teach out date will be determined and current students will be notified. All enrolled students will be required to complete the degree within the time determined. If the degree is not completed, a different program of study will be selected.
• Only students with continuous enrollment will be eligible to receive a diploma from a discontinued degree.
• Students re-enrolling to Tiffin University will be required to select and gain admission to a different program of study.
GRADE APPEAL PROCESS

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

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

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

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the School in which the course was offered. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the 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 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(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 3 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.

Undergraduate Degree Program

Information

ADMISSION AND TRANSFER POLICIES

ADMISSION REQUIREMENTS FOR FIRST-YEAR STUDENTS

First-Year students are described as students who have no more than 11 transferable credit hours, with the exception of students who completed those credit hours while attending high school. To be considered for acceptance as a First-Year student, an applicant must submit an undergraduate application for admission, an official copy of their high school transcript or GED certificate and an official copy of their ACT or SAT test scores. ACT or SAT scores are only required for students coming directly out of high school. Students not coming directly from high school must submit a one-page writing sample for review.

Applicants who have earned transferable credit hours from institutions of higher education should also submit official transcript(s) from all previously attended colleges or universities. These documents must be reviewed in addition to standardized test scores, high school transcripts and a writing sample to determine a student’s acceptance.

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

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

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

STANDARDIZED TESTS – ACT OR SAT

Incoming First-Year students who wish to be considered for Tiffin University scholarships and grants must participate in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT) program. Application forms for the ACT or SAT test may be obtained from high school guidance counselors.
ADVANCED PLACEMENT
High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online http://apcentral.collegeboard.com

ADMISSION REQUIREMENTS FOR BACHELOR’S DEGREE TRANSFER STUDENTS
- Submit a completed application www.tiffin.edu/apply/applynow
- Submit official transcript(s) from all previously attended colleges or universities.
- If an Associate degree is not earned, an official high school transcript or GED is required.
- Applicants should submit SAT or ACT scores if they are available.
- A 2.00 or higher cumulative college GPA is required for applicants with 12 or more transferable credits.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

ADMISSION REQUIREMENTS FOR BACHELOR’S DEGREE COMPLETION PROGRAMS DELIVERED AT TU ACADEMIC CENTERS IN OHIO
- Submit a completed application www.tiffin.edu/apply/applynow
- Submit official transcript(s) from all previously attended colleges or universities.
- If an Associate degree is not earned, an official high school transcript or GED is required.
- Applicants for Bachelor’s Degree Completion Programs delivered at TU Academic Centers in Ohio must have a minimum of 45 transferable credits.
- A successful applicant must have no more than seven non-module courses outstanding.
- Students must have already completed one or more English course(s) (ENG141 or ENG142).
- A 2.00 cumulative college GPA or higher is required.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS
Students may transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:
1. Transfer credits may 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 a ‘C’.
2. A student must complete or transfer in a minimum of 48 semester hours of course work at an accredited 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.
3. A student must complete at least half of the 300-400 level courses in their major field of study at Tiffin University.

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

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

PROBATIONARY ACCEPTANCE POLICY FOR UNDERGRADUATE STUDENTS ON TIFFIN CAMPUS
The probationary acceptance for undergraduate students on the Tiffin campus is through the Academic Assistance Program (AAP). Students accepted on AAP will have limitations placed on extracurricular activities as follows:
- Any student who participates in intercollegiate athletics will be ineligible to participate except for up to five hours per week in conditioning and/or study tables only.
- Students participating in music or dance programs will be limited to five hours per week in all related, combined activities.
- Students will not be eligible to participate in cheerleading, theatrical productions, or to hold office within any campus organization.

Students on Academic Probation are required to take a 3-credit First-Year Seminar course, FYS100, as one of their courses in the first semester and may not register for more than 12 credit hours in addition to FYS100. The 3-credit FYS100 course provides academically at-risk students with an enhanced First Year Seminar experience. AAP students must also meet with a Success Coach for one hour during each week of the academic semester and participate in a minimum of at least five hours per week of supervised study tables. AAP students may be removed from academic probation if they successfully complete the 3-credit FYS100 course and pass at least 12 credits with a cumulative grade point average of 1.8 or higher.
FIRST-YEAR WATCH
Tiffin Campus students who are recommended by the Undergraduate Admissions Committee may be admitted on First-Year Watch status. Tiffin Campus students who are admitted on First-Year Watch must meet with a Success Coach for a minimum of one hour each week of the academic semester. Students may be removed from First-Year Watch status once a 1.85 TU gpa has been achieved at the end of an academic semester.

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

1. Home school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Home schooled graduates are not required to score any higher than graduates do from public or private high schools.
2. Home schooled students are required to produce a transcript demonstrating completion of high school. A Tiffin University Home School Credit Evaluation form may be completed in lieu of a transcript.
3. Home schooled students are recommended to meet the following course requirements:
   • 4 units of English
   • 4 units of Math
   • 3 units of Science
   • 3 units of Social Studies
4. Home schooled students are required to submit a writing sample.
5. The subject of the writing sample is at the discretion of the student.
6. Home schooled students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Home schooled students are eligible to compete for both academic and talent based scholarships. Students’ ACT or SAT score can help qualify them for scholarships.

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

CHARTER SCHOOL STUDENT REQUIREMENTS
Students who attend Charter schools must:
• Meet their state's graduation requirements
• Meet Tiffin University’s admissions requirements
• Take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Charter school graduates are not required to score any higher than graduates do from public or private high schools.

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

1. Non-chartered school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Non-chartered school graduates are not required to score any higher than graduates do from public or private high schools.
2. Non-chartered school students are required to produce a transcript demonstrating completion of high school.
3. Non-chartered school students are recommended to meet the following course requirements:
   • 4 units of English
   • 4 units of Math
   • 3 units of Science
   • 3 units of Social Studies
4. Non-chartered school students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.
5. Non-chartered school students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Non-chartered school students are eligible to compete for both academic and talent based scholarships. Students’ ACT or SAT score can help qualify them for scholarships.

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

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.
**COLLEGE CREDIT PLUS PROGRAM**

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

- A cumulative, unweighted grade point average of 2.25 for all high school academic coursework
- An ACT composite score of 16 or above or an SAT composite score of 800 or above
- Submit a completed College Credit Plus Student Application to Tiffin University with current high school transcripts and current class schedule by May 15th. No applications will be accepted after this date. This date still applies even if student is only interested in taking spring semester courses. Upon acceptance, students will receive further instructions regarding registration. Find additional information at www.tiffin.edu/creditplus
- Applications are to be completed and resubmitted every academic year to be considered for admission to the College Credit Plus Program.

**WAYS TO PARTICIPATE IN TIFFIN UNIVERSITY’S CCP PROGRAM**

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

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

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

**FIRST-YEAR, TRANSFER & NEW STUDENT OPPORTUNITIES**

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

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

**SPECIAL ACADEMIC OPPORTUNITIES**

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

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

**WASHINGTON SEMESTER PROGRAM, AMERICAN UNIVERSITY: WASHINGTON, D.C.**
The Washington Semester Program, through American University, offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register for and receive credit for 12-15 hours at Tiffin University. The course work and internship experience are directly related to the student’s major. Areas of study are not limited to any one major and include American Politics, Public Affairs, Global Economics and Business, International Environment and Development, Journalism, Middle East and World Affairs, and Peace and Conflict resolution, among others. There are also opportunities for international travel and learning. Additional information can be found at http://www.american.edu/spexs/washingtonsemester/A-Semester-in-DC.cfm
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 (AIFS), Council on International Educational Exchange (CIEE), and Webster University in St. Louis, Missouri. Study Abroad programs are offered in a number of locations throughout Europe, Asia, Latin America, the Pacific, and South Africa. All courses are accredited in the United States and most are taught in English. There are also opportunities for internships and language study.

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

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

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

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

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

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

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

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

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

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

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

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

Admission requirements for international undergraduate applications:
• Graduation from an officially-recognized high school or equivalent, or graduation from an officially-recognized Associate's/Bachelor's degree program or currently attending an officially-recognized undergraduate Associate's/Bachelor's degree program.*
• For First-Year applicant, GPA 2.25 on the high school transcript; for transfer applicant, GPA 2.0 on the higher education transcripts.
• TOEFL score (500 PBT/61 iBT) or IELTS score of 5, iTEP score of 4.5, ACT score of 18, and SAT score of 820, unless the student’s native language is English or if the primary language of instruction of the student’s high school (for First-Year students) or previous university (for transfer students) was English.** Applicants from the following English-only countries do not need to prove English proficiency; Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, India, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

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

**In order to remain enrolled, international First-Year students should provide official high school transcripts and international transfer students must provide official higher education transcripts (and high school transcripts if an Associate’s degree has not been earned) prior to the end of the student’s seventh class day at Tiffin University.

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

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

**Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they enroll in the English as a Second Language (ESL) Program at the appropriate level, which will be determined by a placement test.
### UNDERGRADUATE PROGRAMS TUITION, FEES AND EXPENSES FOR 2015 – 2016

**TIFFIN CAMPUS**

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

### ADMISSION FEES, UNDERGRADUATE

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non-refundable)</td>
<td>$20</td>
</tr>
<tr>
<td>Confirmation Fee (not refundable after May 1)</td>
<td>$50</td>
</tr>
<tr>
<td>Registration Fee (non-refundable)</td>
<td>$30</td>
</tr>
</tbody>
</table>

### TUITION AND FEES, UNDERGRADUATE

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per semester, full-time (12-16 credits)</td>
<td>$11,070</td>
</tr>
<tr>
<td>Tuition per semester, more than 18 credits (min. 3.00 gpa)</td>
<td>$11,070 + $738 per additional credit</td>
</tr>
<tr>
<td>Tuition per credit, less than full-time (1-11 credits)</td>
<td>$738</td>
</tr>
<tr>
<td>Auditing, per 3 credit course</td>
<td>$1,107</td>
</tr>
<tr>
<td>Laboratory Fee (see course description)</td>
<td>Varies</td>
</tr>
<tr>
<td>Supplemental Course Material Fee*</td>
<td>Varies</td>
</tr>
</tbody>
</table>

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

### FOOD EXPENSES, PER YEAR

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Meals-a-Week Plan</td>
<td>$4,600</td>
</tr>
<tr>
<td>Unlimited Plan</td>
<td>$4,896</td>
</tr>
<tr>
<td>Block Meal Plans</td>
<td></td>
</tr>
<tr>
<td>150 Meal Plan</td>
<td>$1,400</td>
</tr>
<tr>
<td>75 Meal Plan</td>
<td>$730</td>
</tr>
<tr>
<td>10 meals + $125 flex dollars</td>
<td>$200</td>
</tr>
</tbody>
</table>

### ONLINE & OFF-CAMPUS PROGRAMS

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF ARTS, AND BACHELOR OF CRIMINAL JUSTICE</td>
<td></td>
</tr>
<tr>
<td>Tuition per credit</td>
<td>$440</td>
</tr>
<tr>
<td>Portfolio Fee (per course)</td>
<td>$200</td>
</tr>
<tr>
<td>Prior Learning Credit (per course)</td>
<td>$100</td>
</tr>
<tr>
<td>Supplemental Course Material Fee*</td>
<td>Varies</td>
</tr>
</tbody>
</table>

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

### PAYMENT PLAN

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.
Undergraduate Academic Policies

STUDENT RESPONSIBILITIES

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

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

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

ATTENDANCE POLICIES

ATTENDANCE OR PARTICIPATION POLICY FOR ON-CAMPUS BACHELOR DEGREE PROGRAMS

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

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

WORK IN THE CLASSROOM

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

WORK OUTSIDE THE CLASSROOM

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

ATTENDANCE OR PARTICIPATION POLICY FOR OFF-CAMPUS BACHELOR DEGREE PROGRAMS

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

CANCELLATION DUE TO DECLINE IN WEATHER CONDITIONS

When the weather is severe enough that class is cancelled, either a 4-page make-up assignment will be assigned or a make-up class will be arranged. This is necessary to maintain our current accreditation and to account for the material and time lost. The cohort calendar cannot be extended, but it is permissible to extend the class time or double up classes during the week. If a make-up class is the decision made by the manager, faculty, and cohort, everyone involved must be in agreement with the time and date set for the make-up class. In addition, the manager must receive written approval from the instructor and each individual within the cohort prior to approval of the make-up date. If there is no agreement on a make-up date, the students will be required to submit a 4-page make-up assignment to cover the material. The content of the make-up assignment will be determined by the instructor.
ATTENDANCE OR PARTICIPATION POLICY FOR ONLINE BACHELOR DEGREE PROGRAMS
Tiffin University believes that class attendance and learning are related; therefore, students are responsible for being aware of the proceedings and material covered in each class period. Students must complete and submit written work on the date set by the instructor.

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

ACADEMIC HONESTY
Academic institutions have the responsibility to promote and instill the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by an undergraduate 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’ for the assignment and/or the course. 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 Office of Registration and Records 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 Registrar 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 V to confirm the dismissal.
5. Grades of ‘XF’ will be transcribed as an ‘F’ on 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 Grade</th>
<th>Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>4</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>B*</td>
<td>3</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>C*</td>
<td>2</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>D*</td>
<td>1</td>
<td>–</td>
<td>Not applicable to graduate courses</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>–</td>
<td>Incomplete Work</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>–</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>‘WD’</td>
<td>–</td>
<td>Withdrew before deadline, notifying the Registrar</td>
<td></td>
</tr>
<tr>
<td>‘WF’</td>
<td>0</td>
<td>Withdrew Failing - withdrew after deadline</td>
<td></td>
</tr>
<tr>
<td>‘WV’</td>
<td>–</td>
<td>Course waived</td>
<td></td>
</tr>
</tbody>
</table>

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

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

INCOMPLETE COURSE WORK FOR ON CAMPUS BACHELOR DEGREE PROGRAMS
Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract form in order to finish the semester with an incomplete grade in that course. The instructor may, at his/her discretion assign a new completion date not later than midterm of the next regular semester and record the grade as ‘I’ (Incomplete).

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

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

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

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

ACADEMIC STANDING

When a student’s cumulative (overall) and current (most recent semester) grade point averages are 2.0 or better, the student is in good academic standing.

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

<table>
<thead>
<tr>
<th>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>

ACADEMIC STANDING FOR TIFFIN CAMPUS TRANSFER STUDENTS

Students on the Tiffin Campus who have transferred from other colleges/universities will be evaluated for minimum academic progress using transferable hours as determined by the Registrar and gpa from prior institutions combined with Tiffin University attempted credit hours and gpa. Minimum gpa for transfer students must meet the requirements outlined above.
**ACADEMIC WARNING**

If students do not pass enough courses with a grade of ‘C’ or better, creating a cumulative or current GPA of less than 2.0, they may be placed on Academic Warning. A student whose semester GPA falls between the minimum outlined in the aforementioned tables and 2.0 will be placed on Academic Warning. For example, if a student has earned 52 credit hours (semester hours), and receives a semester GPA of 1.84 at the end of the fall semester, the student will be placed on Academic Warning since he/she did not attain the required minimum GPA of 1.9 for 52 semester hours.

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

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

**ACADEMIC PROBATION**

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

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

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

**ACADEMIC DISMISSAL**

A student may be dismissed from the University for at least one semester for:
- Failure to attain a minimum semester grade point average of 2.0 or better after being placed on Academic Probation.
- Receiving a failing grade in 4 or more courses in any semester of attendance at Tiffin University.

**APPEAL PROCEDURES FOR DISMISSAL**

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 weeks prior to the start of the semester. The appeal letter should document any special circumstances and explain a plan for improvement. Supporting documentation of the special circumstances must be attached with the appeal letter.

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

**MINIMUM ACADEMIC PROGRESS POLICY**

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

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

- **Writing and Composition (6 hours)**
  - To include ENG141 or ENG142
- **Mathematics (3 hours)**
  - Any Math Above MAT173
- **Information Technology (3 hours)**
  - Any Computer Class
- **First Year Seminar (1 or 3 hours)**
  - FYS100

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

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

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

## COURSE LEVELS

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

## COURSE LOAD

Normal course load is 15 semester hours. Undergraduate students must enroll in a minimum of 12 semester hours to be classified as full-time. This minimum applies to all undergraduate students in all programs. Students wishing to take 16 - 18 credit hours must have a minimum cumulative grade point average of 3.0 and complete an application, which requires the signature of a designee from Academic Advising. Students who wish to enroll in 19 or more credit hours must have a minimum cumulative grade point average of 3.0 and complete an application, which requires signatures of a designee from Academic Advising and the Office of Financial Aid, as well as the Registrar. In addition, the student must provide a written request explaining their rationale for the course overload before the application can be completed. Consultation with the VPAA may be required prior to approval for 19 or more credit hours. Any student's ability to register for courses is subject to availability of seats at the time of registration. Obtaining necessary signatures does not guarantee course availability.

## ADDING COURSES – TIFFIN CAMPUS

Students are expected to enroll in all classes by the first day of school. Students can change their existing schedule through Wednesday of the first week of class. If a student has not enrolled in any classes before the start of the semester, the student will need to receive approval from the Office of Registration and Records.

## STUDENT ATHLETES - ACADEMIC ELIGIBILITY REQUIREMENT

Student-athletes must comply with NCAA and University rules regarding academic eligibility. While the Office of Registration and Records will monitor students’ academic progress, it is the students’ responsibility to know and understand the rules that govern their eligibility.

### NCAA PROGRESS TOWARD DEGREE REQUIREMENTS

- A student-athlete must be enrolled in a minimum full-time program of not less than 12 hours to be eligible for practice and competition.
- Satisfactory completion of 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:**

- With 24 hours counted towards satisfactory progress each academic year, a minimum of 18 hours must be completed during the academic year (Fall and Spring semester). Therefore, a 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.

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

Undergraduate Education

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

Knowledge Skills Core

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

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 analysts 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 first year on, in the classroom and out, building a sense of the social and ethical dimensions of all human knowledge and activity. The GEC program at Tiffin University provides the competencies and knowledge considered essential for all graduates of the University.

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

PROFESSIONAL MAJOR FIELD

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

OPEN ELECTIVES OR OPTIONAL MINOR

Open Electives - The Tiffin University General Education Program is designed to avoid the lock-step curricular approach by providing open elective courses for most programs. While these are true electives to be selected by the student according to his 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. A minor is required for the Global Leadership Honors major.

CO-CURRICULAR COMPONENT

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

Bachelor Degree ................................................................. 121-128 semester hours
Bachelor Degree that includes Education ....................... 127-158 semester hours

Knowledge Skills Core ...................................................... 16 hours
Writing or Composition (above ENG140) .................................. 6 hours
Oral Communication ................................................................ 3 hours
Information Systems ............................................................. 3 hours
Mathematics (above MAT173) .................................................. 3 hours
First-Year Seminar ................................................................... 1 hour

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

Humanities
Literature .................................................................................. 3 hours
Courses fulfilling this requirement are designated (L) in the ENG and CUL course descriptions.

Fine Arts .................................................................................. 3 hours
Courses fulfilling this requirement are all courses with ART or THR prefix and one 3-credit MUS/MUP. Three 1-credit MUS courses may be used to meet the FA requirement when all three are performed on the same instrument.

History ...................................................................................... 3 hours

Cultural Studies ........................................................................ 3 hours

No 100-200 level language class may be used to satisfy this CUL requirement.

Philosophy ............................................................................... 3 hours

Mathematics and Natural Sciences
Mathematics ............................................................................. 3 hours
Natural Sciences ........................................................................ 3 hours

Social Sciences, including any JUS prefix course ..................... 12 hours

One 3-hour course from four of the following disciplines:
Communication, Economics, Management, Political Science, Psychology, Sociology or GLM205

Professional Major Field .................................................... 48 - 51 hours
Course and credit requirements are stated under the degree and specific major listings in the Academic Bulletin.

Open Electives ........................................................................ up to 24 hours
A minimum of fifteen (15) hours of electives must be taken at the 200 - 400 level.

Co-Curricular ........................................................................... 2 units
Tiffin University believes that learning occurs in the classroom as well as on-campus, and education leads to the development of a well-rounded individual. To help facilitate the development process, Tiffin University requires all Bachelor degree students to participate in the co-curricular program. Students must earn one unit of co-curricular credit for personal development (13 hours) and one unit of credit for service learning (13 hours).

Information about the seminars, workshops, activities, and projects that qualify for co-curricular credit may be obtained from the Office of Student Development.
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:
ACC304 Individual Federal Income Taxation
ART201 Introduction to Art History
ART340 Topics in Art History
BIO311 Human Anatomy and Physiology I
BIO312 Human Anatomy and Physiology II
CDS356 Malware Analysis
CDS491 Senior Seminar in Cyber Defense
CIS212 Systems Analysis and Design
CIS312 Information Systems for Managers
COM212 Introduction to Public Relations
COM218 News Writing
COM300 Communications Research Methods and Information Sources
COM318 Feature Writing
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
CUL300 Our Cultural Heritage
CUL410 Women, Culture and Visual Arts
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 (L) coursework in the ENG prefix
ENF293 Criminology
ENF460 Evidence Processing
ENT469 Entrepreneurship Research Project
FIN421 Investments
FOR430 Crisis Intervention Strategies
FOR460 Psychology and Law
GLM210H Markets and Economies
GLM310H Culture, Business and Markets
GLM410H Global Leadership Professional Seminar
HIS as designated in the course descriptions
HCA312 Healthcare Informatics
ITS106 Introduction to Computer Science
ITS375 Open Source Security
ITS495 Capstone Project
JUS461 Pro-Seminar in Criminal Justice
JUS463 Applied Research Design
MAT370 Teaching Mathematics in Middle School
MGT201 Management of Organizations
MGT351 Managing Diversity in the Workplace
MGT495 Organizational Strategy
MGT496 Research Project I
MGT497 Research Project II
MKT402 Marketing Research
MUS324 Survey of American Popular Music
NAT146 Introduction to Exercise Science
NAT291 Drugs and the Body
NAT310 Human Anatomy and Physiology
PHI210 Philosophical Problems
POL205 The Presidency
POL491 Senior Seminar in Government and National Security
PSY201 Introduction to Professional Practices
PSY445 Psychometrics
SAS470 Internship for General Science Majors
SCS300 Research Design
SOC360 Multicultural Issues in Society
SRM360 Business of Sport
Graduation Requirements

BACCALAUREATE (BACHELOR’S) DEGREES
A Bachelor's Degree candidate must meet the following requirements to be eligible for the appropriate degree:
1. The student must successfully complete the course work laid out in the Knowledge Skills Core and General Education Core.
2. The student must earn a minimum 2.00 cumulative grade point average for all course work. Education majors must earn a minimum of 2.50 for all course work.
3. The student must successfully complete the course work required and the number of semester hours specified by the School that awards the degree.
4. The student must complete the core course work in the student’s major program with a minimum cumulative point average of 2.50. These courses are designated with an asterisk (*) in the Bulletin and on curricula sheets.
5. No more than 30 semester credits can be received from CLEP, credit by exam, proficiency exam, Advanced Placement, Prior Learning Credit, or International Bachelor Programmes combined (see Transfer of Credits from Other Institutions).

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

ASSOCIATE’S DEGREES
Associate’s Degree candidates must meet the following requirements to be eligible for the appropriate degree:
1. Successfully complete the core curricula courses specified for their degree
2. Complete a minimum of 50% of the courses required for their degree at Tiffin University
3. Successfully complete the course work and number of semester hours required for their specific major
4. Earn a minimum 2.00 cumulative point average for all course work.

ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS

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

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

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

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

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

*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.

** 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.

SCHOLASTIC HONORS

UNDERGRADUATE ACADEMIC HONORS

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

GRADUATION AWARDS - UNDERGRADUATE DEGREE PROGRAMS

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

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

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

GRADUATION HONORS

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

<table>
<thead>
<tr>
<th>Distinction</th>
<th>gpa Range</th>
</tr>
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<tbody>
<tr>
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</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>
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ASSOCIATE’S DEGREE

<table>
<thead>
<tr>
<th>Distinction</th>
<th>gpa Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50 - 4.00</td>
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</tbody>
</table>
ACADEMIC HONORS CEREMONY – UNDERGRADUATE DEGREE PROGRAMS

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

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

**Excellence in Field of Study**
The glass flame award is given to graduating students (one in each major) in the Bachelor program with a cumulative grade point average of 3.50 or above, a minimum of 54 credit hours completed at Tiffin University, and no Incomplete grades as of midterm of the spring semester. Awardees are chosen by the faculty in the appropriate departments for both their academic performance and their contribution to learning and life at Tiffin University.

Undergraduate Academic Program

Tiffin University's undergraduate program offers degrees in Bachelor of Arts, Bachelor of Business Administration, Bachelor of Criminal Justice, Bachelor of Science, and Associate of Criminal Justice. The following is a list of available majors and majors with concentrations available for Academic Year 2015-2016.

**UNDERGRADUATE DEGREES, MAJORS, & MAJORS W/CONCENTRATIONS**

**BACHELOR OF ARTS (BA) DEGREE**
- Arts Administration Major w/concentration in Music Industry
- Arts Administration Major w/concentration in Visual Arts
- Communication Major w/concentration in Electronic Media
- Communication Major w/concentration in Journalism
- Communication Major w/concentration in Public Relations
- Cyber Defense and Information Assurance Major
- English Major
- English with licensure in Integrated Language Arts Major in conjunction w/Lourdes College
- English with licensure in Middle School Education Major in conjunction w/Lourdes College
- General Science Major w/concentration in Behavioral Science
- General Science Major w/concentration in Chemistry
- Government & National Security Major w/concentration in Intelligence & Security Studies
- Government & National Security Major w/concentration in Politics & Government Studies
- Government Major
- History Major
- History with licensure in Integrated Social Studies Major in conjunction w/Lourdes College
- History with licensure in Middle School Education Major in conjunction w/Lourdes College
- Professional Music Major
- Professional Studies Major
- Psychology Major w/concentration in Addictions Counseling
- Psychology Major w/concentration in Experimental Psychology
- Psychology Major w/concentration in Human Services
- Science with licensure in Middle School Education Major in conjunction w/Lourdes College
BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE
Accounting Major
Computer & Information Systems Major w/concentration in Application Specialist
Computer & Information Systems Major w/concentration in Software Development
Computer & Information Systems Major w/concentration in System & Network Support
Digital Innovation and Design Major
Finance Major
Global Leadership Honors Major
Management Major w/concentration in Hospitality and Tourism Management
Management Major w/concentration in Human Resource Management
Management Major w/concentration in International Business
Management Major w/concentration in Managerial Studies
Management Major w/concentration in Supply Chain Management
Marketing Major
Organizational Management Major (offered through Off-Campus programs only)
Organizational Management Major w/concentration in Entrepreneurship
Sports & Recreation Management Major w/concentration in Recreation and Tourism
Sports & Recreation Management Major w/concentration in Sports & Athletic Administration
Sports & Recreation Management Major w/concentration in Sports Marketing

MINORS
Accounting
Addictions Counseling
Arabic Studies
Art
Business Administration
Chemistry
Computer and Information Systems
Corrections
Creative Writing
Criminalistics
English
Equine Business Management
Exercise Science
Finance
Forensic Accounting
Forensic Psychology
Forensic Science
Government
Homeland Security
Hospitality and Tourism Management
Human Resource Management
Human Services
Individualized Studies
Industrial/Organizational Psychology
Intelligence Studies
International Business
Journalism
Latin American Studies
Law Enforcement
Leadership Studies
Management
Marketing
Music
Psychology
Public Relations
Regional Studies
Sociology
Sports and Recreation Management
Sports Writing and Promotion
Theatre
Terrorism Studies

BACHELOR-LEVEL CERTIFICATES
Addictions Counseling
Arabic Studies
Latin American Studies
Undergraduate Curricula

BACHELOR OF ARTS (BA) DEGREE

The Bachelor of Arts Degree is awarded in the following majors:
• Arts Administration, concentration in Music Industry
• Arts Administration, concentration in Visual Arts
• Communication, concentration in Electronic Media
• Communication, concentration in Journalism
• Communication, concentration in Public Relations
• Cyber Defense and Information Assurance
• English
• English with Licensure in Integrated Language Arts, in conjunction with Lourdes College
• English with Licensure in Middle School Education, in conjunction with Lourdes College
• General Science, concentration in Behavioral Science
• General Science, concentration in Chemistry
• Government and National Security, concentration in Intelligence & Security Studies
• Government and National Security, concentration in Politics & Government History
• History
• History with Licensure in Integrated Social Studies, in conjunction with Lourdes College
• History with Licensure in Middle School Education, in conjunction with Lourdes College
• Professional Music
• Professional Studies
• Psychology, concentration in Addictions Counseling
• Psychology, concentration in Experimental Psychology
• Psychology, concentration in Human Services
• Science with Licensure in Middle School Education, in conjunction with Lourdes College

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

Knowledge Skills and General Education Core* ........................................... 49 hours
Total Semester hours for the major ......................................................... 48 hours
Open Electives/ Minor .............................................................................. 24 hours
Minimum Total hours for the degree ..................................................... 121-123 semester hours
Total hours for a degree that includes Education ................................. 127-158 semester hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to ensure that prerequisites are satisfied for the major:
• Arts Administration: CIS111
• 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 4 branches of learning: the arts, business, research and technology. The program is flexible enough to allow students to achieve a balance of artistic and managerial concerns, and of theory and hands-on experience. The high degree of flexibility allows students to tailor a degree program according to their individual needs and interests. Arts Administration also serves students who plan to pursue graduate studies in Arts Management at a variety of institutions across the country.

CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT201</td>
<td>Management of Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MKT151</td>
<td>Introductory Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT364</td>
<td>Event Marketing and Management</td>
<td>3</td>
</tr>
<tr>
<td>*SAS465</td>
<td>Managing the Arts</td>
<td>3</td>
</tr>
<tr>
<td>*SAS470</td>
<td>Internship (w)</td>
<td>3</td>
</tr>
<tr>
<td>Three of the following ...........................................</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>ACC201</td>
<td>Survey of Accounting</td>
<td></td>
</tr>
<tr>
<td>CIS255</td>
<td>Internet and Website Development I</td>
<td></td>
</tr>
<tr>
<td>COM212</td>
<td>Introduction to Public Relations (w)</td>
<td></td>
</tr>
<tr>
<td>COM329</td>
<td>Writing for Electronic Media (w)</td>
<td></td>
</tr>
<tr>
<td>LAW211</td>
<td>Business Law I</td>
<td></td>
</tr>
<tr>
<td>MKT301</td>
<td>Organizational Behavior</td>
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</tr>
<tr>
<td>MKT402</td>
<td>Marketing Research (w)</td>
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</tr>
<tr>
<td>SRM325</td>
<td>Facilities Management</td>
<td></td>
</tr>
</tbody>
</table>

Total ....................................................................................... 24 hours
MAJOR: ARTS ADMINISTRATION (continued)

CONCENTRATION: MUSIC INDUSTRY

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

*MUP121 Musicianship I ........................................................................................................ 3 hours
*MUS100 Music Convocation (2 semesters required) ............................................................... 0 hours
*MUS230 Introduction to Sound and Recording Technology ...................................................... 3 hours
*MUS327 Survey of Music Business .................................................................................. 3 hours
*MUS427 Music Business Seminar ...................................................................................... 3 hours
*Two of the following: ......................................................................................................... 6 hours
*MUP221 Musicianship II
*MUP240 The Rhythm Section
*MUS330 Recording Studio Performance & Practice
One of the following sequences ................................................................................................. 3 hours
MUS110, MUS210, and MUS310 Instrumental Ensembles, or
MUS112, MUS212, and MUS312 Choral Ensembles
The following sequence performed on only one instrument:
MUS115, MUS215, MUS315 Private Music Instruction: Primary Area ........................................ 3 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, digitally based visual communication courses, or a combination of the two areas.

ART201 Introduction to Art History (w) .................................................................................. 3 hours
ART340 Topics in Art History (w) ......................................................................................... 3 hours
*ART392 Advanced Studio Practice .................................................................................. 3 hours
*ART415 Art, Audience, and Community ........................................................................... 3 hours
*Four of the following ............................................................................................................ 12 hours
*ART120 2D Foundations
*ART130 3D Foundations
*ART325 Graphic Design
*ART420 Interactive Digital Design
*COM134 Digital Photography
Total .................................................................................................................................. 24 hours

MAJOR: COMMUNICATION

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

COMMUNICATION CORE

COM134 Digital Photography ............................................................................................ 3 hours
ART325 Graphic Design .................................................................................................. 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: ......................................................................................................... 3 hours
*COM310 Human, Interpersonal and Small Group Communication
*COM324 Communicating Across Cultures (w)
*COM341 Political Communication (w)
*COM450 Critical Analysis of Mass Media (w)
(Electronic Media – choose from COM310, COM324, COM341)
One of the following: ......................................................................................................... 3 hours
COM190, COM290, COM390 Special Topics in Communication
One of ENG200-300 Writing Intensive classes (w)
ENG262 Editing
*One of the following: ......................................................................................................... 3 hours
*SAS470 Internship
*SAS499 Senior Seminar (capstone)
Total .................................................................................................................................. 33 hours

CONCENTRATION: ELECTRONIC MEDIA

CIT255 Internet and Website Development I ...................................................................... 3 hours
CIT256 Internet and Website Development II ..................................................................... 3 hours
*COM329 Writing for Electronic Media (w) ....................................................................... 3 hours
*COM350 Fundamentals of News Production ................................................................... 3 hours
*COM441 Organizational Communication and Conflict Resolution ............................... 3 hours
Total .................................................................................................................................. 15 hours

CONCENTRATION: JOURNALISM

COM218 News Writing (w) .................................................................................................. 3 hours
*COM318 Feature Writing (w) ............................................................................................ 3 hours
COM350 Fundamentals of News Production ...................................................................... 3 hours
*COM410 Advanced Reporting (w) ................................................................................... 3 hours
*COM438 History and Tradition of American Journalism (w) ........................................... 3 hours
Total .................................................................................................................................. 15 hours
### MAJOR: COMMUNICATION (continued)

**CONCENTRATION: PUBLIC RELATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM218 News Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>*COM329 Writing for Electronic Media (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM350 Fundamentals of News Production</td>
<td>3</td>
</tr>
<tr>
<td>*COM416 Public Relations Cases, Campaigns and Nonprofits</td>
<td>3</td>
</tr>
<tr>
<td>*COM441 Organizational Communication and Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### MAJOR: CYBER DEFENSE AND INFORMATION ASSURANCE

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

#### CYBER DEFENSE CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CDS152 Introduction to Cyber Defense</td>
<td>3</td>
</tr>
<tr>
<td>*CDS345 Cyber Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>POL151 Introduction to National Security Studies</td>
<td>3</td>
</tr>
<tr>
<td>POL13 American National Security Policy</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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</table>

#### MAJOR: CYBER DEFENSE AND INFORMATION ASSURANCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>JUS215 Homeland Security and Legal System</td>
<td>3</td>
</tr>
<tr>
<td>CIS201 Programming</td>
<td>3</td>
</tr>
<tr>
<td>*CDS315 Penetration Testing and Vulnerability Analysis</td>
<td>3</td>
</tr>
<tr>
<td>*CDS344 Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CDS345 Cyber Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CDS348 Incident Management</td>
<td>3</td>
</tr>
<tr>
<td>*CDS356 Malware Analysis (w)</td>
<td>3</td>
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<tr>
<td>CDS445 Cyber Warfare</td>
<td>3</td>
</tr>
<tr>
<td>*CDS491 Senior Seminar In Cyber Defense (w)</td>
<td>3</td>
</tr>
<tr>
<td>CIT155 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT320 Architecture and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIT361 Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td>*SCS300 Research Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>*SCS470 Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL443 Comparative Mythology (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG221 History of the English Language</td>
<td>3</td>
</tr>
<tr>
<td>ENG223 Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>*ENG291 British Literature I (Old English to 18th C) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG292 British Literature II (Romantics to WWII) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG293 American Literature I (Colonial to Civil War) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG294 American Literature II (Civil War to present) (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG380 Shakespeare (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG422 World Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG453 Major Authors in British and American Lit. (w)</td>
<td>3</td>
</tr>
<tr>
<td>*ENG463 Literary Theory (w)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following</td>
<td>3</td>
</tr>
<tr>
<td>ENG499 Senior Seminar</td>
<td></td>
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<tr>
<td>SAS470 Internship</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

Note: English majors should fulfill their GEC Literature Requirement with either ENG360 American Poetry or ENG361 English Poetry.
### MAJOR: ENGLISH WITH LICENSURE IN INTEGRATED LANGUAGE ARTS

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

#### KNOWLEDGE SKILLS CORE (16 HOURS*):

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM130 Oral Communication &amp; Presentation</td>
<td>3</td>
</tr>
<tr>
<td>ENGI41 Rhetoric and Introductory Research Writing (Composition)</td>
<td>3</td>
</tr>
<tr>
<td>ENGI42 Writing, Research and Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>MAT174/181/251/275/281</td>
<td>3</td>
</tr>
<tr>
<td>FYS100 First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDU131 Technology In Learning</td>
<td>1</td>
</tr>
<tr>
<td>EDU251 Technology &amp; Pedagogy for Learning</td>
<td>1</td>
</tr>
<tr>
<td>EDU351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
<td>1</td>
</tr>
<tr>
<td>CUL448/449 Minority Experience in American Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>[Social Sciences - Communication]</td>
<td>3</td>
</tr>
<tr>
<td>EDU250 Educational Psychology [Social Sciences – Psychology]</td>
<td>3</td>
</tr>
<tr>
<td>EDU316 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3</td>
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</table>

#### GENERAL EDUCATION CORE (33 HOURS*):

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG360 American Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG361 English Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>THR222 Introduction to Theatre [Humanities - Fine Arts]</td>
<td>3</td>
</tr>
<tr>
<td>HIS [choose one from schedule of courses]</td>
<td>3</td>
</tr>
<tr>
<td>CUL448 Women and Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>CUL449 Minority Experience in American Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>Any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite</td>
<td>3</td>
</tr>
<tr>
<td>PHI [choose one from schedule of courses]</td>
<td>3</td>
</tr>
<tr>
<td>MAT174/181/251/275/281 (above MAT173)</td>
<td>3</td>
</tr>
<tr>
<td>NAT [choose one from schedule of courses]</td>
<td>3</td>
</tr>
<tr>
<td>COM329 Writing for Electronic Media (w)</td>
<td>3</td>
</tr>
<tr>
<td>[Social Sciences - Communication]</td>
<td>3</td>
</tr>
<tr>
<td>EDU250 Educational Psychology [Social Sciences – Psychology]</td>
<td>3</td>
</tr>
<tr>
<td>EDU316 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3</td>
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#### INTEGRATED LANGUAGE ARTS (36 HOURS):

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>CUL433 Comparative Mythology (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG221 History of the English Language</td>
<td>3</td>
</tr>
<tr>
<td>ENG223 Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ENG291 British Literature I (Chaucer to Romantics) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG292 British Literature I (Romantics to WWII) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG293 American Literature I (Colonial to Civil War) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG294 American Literature I (Civil War to WWII) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG313 Theoretical Approaches to Writing and Reading</td>
<td>3</td>
</tr>
<tr>
<td>ENG380 Shakespeare (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG422 World Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG463 Literary Theory (w)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
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</tr>
<tr>
<td>CUL447 American Novel (w)</td>
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<tr>
<td>ENG438 British Novel (w)</td>
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#### PROFESSIONAL EDUCATION REQUIREMENTS (9 HOURS):

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU100 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU230 Survey of Special Needs Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU319 Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA210 Teaching Adolescents and Young Adults</td>
<td>3</td>
</tr>
<tr>
<td>EDA235 AYA Curriculum, Instruction &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>EDA250 General Teaching Methods and Field Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EDA353 Language Arts Methods and Field Experience II</td>
<td>3</td>
</tr>
<tr>
<td>EDA450 Adolescent and Young Adult Student Teaching</td>
<td>12</td>
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<tr>
<td>EDA312 Teaching Reading through Literature for Young Adults</td>
<td>3</td>
</tr>
<tr>
<td>EDA329 Differentiated Instruction &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDA330 Developmental Reading Through Content Area Reading</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>33</td>
</tr>
</tbody>
</table>

*Must have a 2.50 cumulative grade point average in all courses.*
**MAJOR: ENGLISH WITH LICENSURE IN MIDDLE SCHOOL EDUCATION**

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

**KNOWLEDGE SKILLS CORE (16 HOURS*)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM130 Oral Communication &amp; Presentation</td>
<td>3</td>
</tr>
<tr>
<td>ENG141 Rhetoric and Introductory Research Writing [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>ENG142 Writing, Research and Literature (w) [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>MAT174/181/251/275/281</td>
<td>3</td>
</tr>
<tr>
<td>FYS100 First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDU151 Technology In Learning</td>
<td>1</td>
</tr>
<tr>
<td>EDU251 Technology &amp; Pedagogy for Learning</td>
<td>1</td>
</tr>
<tr>
<td>EDU351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
<td>1</td>
</tr>
<tr>
<td>[EDU151/251/351 combined fulfill CIS requirement]</td>
<td></td>
</tr>
</tbody>
</table>

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

**GENERAL EDUCATION CORE (36 HOURS*)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG360 American Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG361 English Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>THR222 Introduction to Theatre [Humanities - Fine Arts]</td>
<td>3</td>
</tr>
<tr>
<td>HIS (HIS122 for History minor)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td>3</td>
</tr>
<tr>
<td>CUL448 Women and Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>CUL449 Minority Experience in American Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>Any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite</td>
<td>3</td>
</tr>
<tr>
<td>PHI [choose one from schedule of courses]</td>
<td>3</td>
</tr>
<tr>
<td>MAT (above MAT173; MAT174/181 for Math minor)</td>
<td>3</td>
</tr>
<tr>
<td>NAT (NAT114 for Science minor)</td>
<td>3</td>
</tr>
<tr>
<td>EDU250 Educational Psychology [Social Sciences – Psychology]</td>
<td>3</td>
</tr>
<tr>
<td>EDU316 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3</td>
</tr>
<tr>
<td>COM329 Writing for Electronic Media (w) [Social Sciences - Communication]</td>
<td>3</td>
</tr>
<tr>
<td>POL101 if HIS minor</td>
<td>3</td>
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</tbody>
</table>

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

**ENGLISH MAJOR (36 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG221 History of the English Language</td>
<td>3</td>
</tr>
<tr>
<td>ENG223 Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ENG291 British Literature I (Chaucer to Romantics) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG292 British Literature II (Romantics to WWII) (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG293 American Literature I (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG294 American Literature II (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG313 Theoretical Approaches to Writing &amp; Reading</td>
<td>3</td>
</tr>
<tr>
<td>ENG380 Shakespeare (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG422 World Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG463 Literary Theory (w)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td>3</td>
</tr>
<tr>
<td>ENG348 British Novel (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG347 American Novel (w)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**PROFESSIONAL EDUCATION REQUIREMENTS (9 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU100 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU230 Survey of Special Needs Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU319 Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**READING CORE REQUIREMENTS (12 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU218 Role of Phonics in Emergent Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDU312 Teaching Reading Through Literature for Young Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>EDU330 Developmental Reading Through Content Area Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDU332 Reading, Diagnosis &amp; Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**MIDDLE SCHOOL REQUIREMENTS (27 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDM210 Education for Young Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>EDM235 Middle Childhood Curriculum, Instruction &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDM250 Middle Childhood Methods &amp; Field Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EDM350 Middle Childhood Methods &amp; Field Experience II</td>
<td>3</td>
</tr>
<tr>
<td>EDM450 Middle Childhood Student Teaching</td>
<td>12</td>
</tr>
</tbody>
</table>

EDU329 Differentiated Instruction & Assessment                          | 3     |

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

Sub-total .................................................................................................. 133 hours
MAJOR: ENGLISH WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

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

MATHEMATICS
MAT251 Applied Mathematics ................................................................. 3 hours
MAT271 Geometry for Middle School Teachers ........................................ 3 hours
MAT273 Applied Statistics I .................................................................. 3 hours
MAT275 Pre-Calculus ............................................................................ 3 hours
MAT370 Teaching Mathematics in Middle School (w) .............................. 3 hours
Total ........................................................................................................ 15 hours

SCIENCE
BIO101 Contemporary Biological Problems and BIO101L Lab .................. 4 hours
NAT205 Earth Science ........................................................................... 3 hours
NAT201 Physical Science ........................................................................ 3 hours
NAT215 Environmental Science .............................................................. 3 hours
SCI370 Integrated Science for Teachers .................................................. 3 hours
Total ........................................................................................................ 16 hours

SOCIAL STUDIES
CUL250 World Cultural Geography ......................................................... 3 hours
ECO222 Principles of Microeconomics .................................................... 3 hours
HIS267 Challenges of Global Leadership: US History after 1945 (w) ......... 3 hours
HIS323 The Emerging West (w) ............................................................... 3 hours
HIS410 The Inter-Connected World (w) ................................................... 3 hours
Total ........................................................................................................ 15 hours

Total for the degree w/Secondary field of study ..................................... 148-149 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 Contemporary Biological Problems and BIO101L Lab .................. 4 hours
CHM131 General Chemistry I and lab ................................................... 4 hours
*MAT273 Applied Statistics I ................................................................. 3 hours
*MAT275 Elementary Analysis ............................................................... 3 hours
NAT elective .......................................................................................... 3 hours
NAT205 Introduction to Earth Science ....................................................... 3 hours
NAT114 Survey of Science ..................................................................... 3 hours
NAT201 Principles of Physical Science ..................................................... 3 hours
NAT215 Environmental Science .............................................................. 3 hours
*NAT310 Human Anatomy and Physiology (w) ....................................... 3 hours
*SAS470 Internship (w) ...................................................................... 3 hours
Total ...................................................................................................... 35 hours

CONCENTRATION: BEHAVIORAL SCIENCE
NAT220 Survey of Health Issues .............................................................. 3 hours
*NAT291 Drugs and the Body (w) ............................................................. 3 hours
*Two of the following: ........................................................................... 6 hours
PSY320 Motivational Psychology
PSY360 Introduction to Counseling
PSY362 Abnormal Behavior
PSY363 Cognitive Psychology
PSY401 Biological Foundations of Behavior
*One of the following: ........................................................................... 3 hours
SOC250 Social Psychology
SOC310 Sociology of the Family
SOC320 Community Sociology
Total .................................................................................................... 15 hours
Total Hours for Degree ........................................................................... 123 hours

CONCENTRATION: CHEMISTRY
*MCH132 General Chemistry II and lab ................................................ 4 hours
*MCH331 Organic Chemistry and lab ..................................................... 4 hours
*MCH381 Quantitative Analysis and lab ................................................ 4 hours
*MCH481 Instrumental Analysis and lab ................................................ 4 hours
Total .................................................................................................... 16 hours
Total Hours for Degree ........................................................................... 124 hours
MAJOR: GOVERNMENT AND NATIONAL SECURITY

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

THE STRUCTURE OF GOVERNMENT AND FEDERALISM

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

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL101 Introduction to the American Political Process</td>
<td>3</td>
</tr>
<tr>
<td>POL151 Introduction to National Security Studies</td>
<td>3</td>
</tr>
<tr>
<td>POL201 Political Geography</td>
<td>3</td>
</tr>
<tr>
<td>*POL311 Federalism</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

MAJOR COURSES

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

- HIS223 United States Diplomatic History Since 1895 (w)
- HIS226 United States Military History Since 1895 (w)
- *POL345 Economic Instruments of Security Policy ............................. 3 hours
- *POL350 International Security ......................................................... 3 hours
- *POL491 Capstone Senior Seminar in Homeland and National Security (w) | 3 hours
- SCS300 Research Design (w) .................................................................. 3 hours
- *SCS300 Internship I .............................................................................. 3 hours
| **Total**                                                              | **18**|

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

CONCENTRATION: INTELLIGENCE AND SECURITY STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ENF441 Counterintelligence/Counter-terrorism</td>
<td>3</td>
</tr>
<tr>
<td>JUS215 Homeland Security and the Legal System</td>
<td>3</td>
</tr>
<tr>
<td>*POL313 American National Security Policy</td>
<td>3</td>
</tr>
<tr>
<td>*POL341 Covert Action and Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>POL420 Transnational and Unconventional Threats</td>
<td>3</td>
</tr>
<tr>
<td>*POL425 Intelligence Analysis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

CONCENTRATION: POLITICS AND GOVERNMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*POL205 The Presidency (w)</td>
<td>3</td>
</tr>
<tr>
<td>*POL206 The Congress</td>
<td>3</td>
</tr>
<tr>
<td>*POL207 The Courts</td>
<td>3</td>
</tr>
<tr>
<td>*POL320 Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>POL391 Comparative Political Systems</td>
<td>3</td>
</tr>
<tr>
<td>POL400 The Constitution, Liberty, and Order</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</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.

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CUL250 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>ECO222 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIS122 Research and Writing for History (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS231 Creating a Nation (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS242 US 1865 - 1945 (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS267 US after 1945 (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS303 Dawn of Human Kind (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS323 The Emerging West (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS410 The Interconnected World (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HIS425 Historiography (w)</td>
<td>3</td>
</tr>
<tr>
<td>TWO HIS Electives (w)</td>
<td>6</td>
</tr>
<tr>
<td>POL201 Political Geography</td>
<td>3</td>
</tr>
<tr>
<td>POL391 Comparative Political Systems</td>
<td>3</td>
</tr>
<tr>
<td>*SAS499 Senior Seminar OR SAS470 Internship</td>
<td>3</td>
</tr>
<tr>
<td>SOC360 Multicultural Issues in Society (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

Note: History majors should fulfill GEC History requirement with HIS121 Thinking Historically, the GEC Culture requirement with CUL 220 Religions of the World and Social Sciences with POL101 Introduction to the American Political Process, ECO221 Principles of Macroeconomics, and SOC101 Principles of Sociology.
**MAJOR: HISTORY WITH LICENSURE IN INTEGRATED SOCIAL STUDIES**

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

### KNOWLEDGE SKILLS CORE (16 HOURS*)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM130 Oral Communication &amp; Presentation</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG141 Rhetoric and Introductory Research Writing [Composition]</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENGL42 Writing, Research and Literature (w) [Composition]</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT174/181/251/275/281</td>
<td>3 hours</td>
</tr>
<tr>
<td>FYS100 First-Year Seminar</td>
<td>1 hour</td>
</tr>
<tr>
<td>EDU131 Technology In Learning</td>
<td>1 hour</td>
</tr>
<tr>
<td>EDU251 Technology &amp; Pedagogy for Learning</td>
<td>1 hour</td>
</tr>
<tr>
<td>EDU351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

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

### GENERAL EDUCATION CORE (36 HOURS*)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL448 Women and Literature (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL449 Minority Experience in American Literature (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>Any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite</td>
<td>3 hours</td>
</tr>
<tr>
<td>Fine Art (ART, MUS, THR: see Bulletin for options)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS121 Thinking Historically (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>One of the following</td>
<td>3 hours</td>
</tr>
<tr>
<td>CUL210 Comparative Cultures</td>
<td></td>
</tr>
<tr>
<td>CUL220 Religions of the World</td>
<td></td>
</tr>
<tr>
<td>PHI [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT273 Applied Statistics I</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT [choose one from schedule of courses]</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU250 Educational Psychology [Social Sciences – Psychology]</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU316 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL101 Introduction to the American Political Process</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC101 Principles of Sociology</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

### INTEGRATED SOCIAL STUDIES (39 HOURS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL250 Cultural Geography</td>
<td>3 hours</td>
</tr>
<tr>
<td>ECO221 Principles of Macroeconomics</td>
<td>3 hours</td>
</tr>
<tr>
<td>ECO222 Principles of Microeconomics</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS122 Research for History (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS231 Creating a Nation (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS242 US History 1865 to 1945 (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS267 Challenges of Global Leadership: US History after 1945 (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS301 Dawn of Mankind (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS410 The Interconnected World (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS425 Historiography (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HIS323 The Emerging West (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL201 Political Geography</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL391 Comparative Political Systems</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

Total ............................................................................................................ 39 hours

### PROFESSIONAL EDUCATION REQUIREMENTS (9 HOURS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU100 Foundations of Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU230 Survey of Special Needs Education</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU319 Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA210 Teaching Adolescents and Young Adults</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDA235 AYA Curriculum, Instruction &amp; Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDA250 General Teaching Methods and Field Experience I</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDA353 Language Arts Methods and Field Experience II</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDA450 Adolescent and Young Adult Student Teaching</td>
<td>12 hours</td>
</tr>
<tr>
<td>EDU312 Teaching Reading through Literature for Young Adults</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU329 Differentiated Instruction &amp; Assessment</td>
<td>3 hours</td>
</tr>
<tr>
<td>EDU330 Developmental Reading Through Content Area Reading</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

Total Hours Required ..................................................................................... 133 hours

*Must have a 2.50 cumulative grade point average in all courses.*
MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

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

KNOWLEDGE SKILLS CORE (16 HOURS*)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>COM130 Oral Communication &amp; Presentation</td>
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</tr>
<tr>
<td>ENG141 Rhetoric and Introductory Research Writing [Composition]</td>
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</tr>
<tr>
<td>ENG142 Writing, Research and Literature (w) [Composition]</td>
<td>3</td>
</tr>
<tr>
<td>MAT174/181/251/275/281</td>
<td>3</td>
</tr>
<tr>
<td>FYS100 First-Year Seminar</td>
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</tr>
<tr>
<td>EDU151 Technology In Learning</td>
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<tr>
<td>EDU251 Technology &amp; Pedagogy for Learning</td>
<td>1</td>
</tr>
<tr>
<td>EDU351 Technology, Pedagogy, &amp; Content Knowledge for Learning</td>
<td>1</td>
</tr>
<tr>
<td>[EDU151/251/351 combined fulfill CIS requirement]</td>
<td></td>
</tr>
</tbody>
</table>

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

GENERAL EDUCATION CORE (36 HOURS*)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL148 Women and Literature (w)</td>
<td>3</td>
</tr>
<tr>
<td>CUL449 Minority Experience in American Literature (w)</td>
<td></td>
</tr>
<tr>
<td>Any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite</td>
<td>3</td>
</tr>
<tr>
<td>Fine Art(ART, MUS, THR; see Bulletin for options; THR222 if LA minor)</td>
<td>3</td>
</tr>
<tr>
<td>HIS121 Thinking Historically (w)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following ................................</td>
<td>3</td>
</tr>
<tr>
<td>CUL210 Comparative Cultures</td>
<td></td>
</tr>
<tr>
<td>CUL220 Religions of the World</td>
<td></td>
</tr>
<tr>
<td>PHI [choose one from schedule of courses]</td>
<td>3</td>
</tr>
<tr>
<td>MAT (above MAT173; MAT174/181 for Math minor)</td>
<td>3</td>
</tr>
<tr>
<td>NAT (NAT114 for Science minor)</td>
<td>3</td>
</tr>
<tr>
<td>EDU250 Educational Psychology [Social Sciences – Psychology]</td>
<td>3</td>
</tr>
<tr>
<td>EDU316 Multicultural and Social Issues in Education [Social Sci. - Sociology]</td>
<td>3</td>
</tr>
<tr>
<td>ECO221 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>POL101 Introduction to the American Political Process</td>
<td>3</td>
</tr>
</tbody>
</table>

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

HISTORY MAJOR (39 HOURS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL250 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>ECO222 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIS122 Research for History (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS231 Creating a Nation (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS242 US History 1865 to 1945 (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS267 Challenges of Global Leadership: US History after 1945 (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS301 Dawn of Humankind (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS323 The Emerging West (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS410 The Interconnected World (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS425 Historiography (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS 200-400 elective (w)</td>
<td>3</td>
</tr>
<tr>
<td>POL201 Political Geography</td>
<td>3</td>
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<tr>
<td>POL391 Comparative Political Systems</td>
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Total .............................................................................................................. 39 hours

PROFESSIONAL EDUCATION REQUIREMENTS (9 HOURS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU100 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU230 Survey of Special Needs Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU319 Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3</td>
</tr>
</tbody>
</table>

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

READING CORE REQUIREMENTS (12 HOURS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU218 Role of Phonics in Emergent Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDU312 Teaching Reading Through Literature for Young Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>EDU330 Developmental Reading Through Content Area Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDU332 Reading, Diagnosis &amp; Assessment</td>
<td>3</td>
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</tbody>
</table>

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

MIDDLE SCHOOL REQUIREMENTS (27 HOURS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDM210 Education for Young Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>EDM235 Middle Childhood Curriculum, Instruction &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDM250 Middle Childhood Methods &amp; Field Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EDM350 Middle Childhood Methods and Field Experience II</td>
<td>3</td>
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<tr>
<td>EDM440 Middle Childhood Student Teaching</td>
<td>12</td>
</tr>
<tr>
<td>EDU329 Differentiated Instruction &amp; Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Sub-total ...................................................................................................... 136 hours
## MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

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

### LANGUAGE ARTS
- ENG313 Theoretical Approaches to Reading and Writing ...................................... 3 hours
- One of the following: 3 hours
  - ENG360 American Poetry (w)
  - ENG361 British Poetry (w)
- ENG422 World Literature (w) ................................................................................. 3 hours
- Total ................................................................................................................ 9 hours

### MATHEMATICS
- MAT251 Applied Mathematics ............................................................................... 3 hours
- MAT271 Geometry for Middle School Teachers ..................................................... 3 hours
- MAT273 Applied Statistics I ................................................................................... 3 hours
- MAT275 Pre-Calculus ............................................................................................ 3 hours
- MAT370 Teaching Mathematics in Middle School (w) .......................................... 3 hours
- Total .............................................................................................................. 15 hours

### SCIENCE
- BIO101 Contemporary Biological Problems + BIO101L Lab ................................ 4 hours
- NAT205 Earth Science .......................................................................................... 3 hours
- NAT201 Physical Science ...................................................................................... 3 hours
- NAT215 Environmental Science ........................................................................... 3 hours
- SCI370 Integrated Science for Teachers .................................................................. 3 hours
- Total ................................................................................................................ 16 hours

Total for the degree w/Secondary field of study ............................................ 148-155 hours

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

- MUP121 Musicianship I ....................................................................................... 3 hours
- MUP221 Musicianship II ....................................................................................... 3 hours
- *MUP240 The Rhythm Section .............................................................................. 3 hours
- *MUP321 Musicianship III .................................................................................... 3 hours
- *MUP322 Musicianship IV .................................................................................... 3 hours
- MUP351 Music Listening & Analysis I ..................................................................... 3 hours
- *MUP352 Music Listening & Analysis II ................................................................. 3 hours
- *MUP440 Teaching Music ..................................................................................... 3 hours
- MUS100 Music Convocation (6 semesters required) .............................................. 0 hours

The following sequence: ...................................................................................... 6 hours
- MUS115, 116, 215, 216, 315, 316 Private Music Instruction: Primary Area

One of the following sequences: .......................................................................... 3 hours
- Instrumental: MUS110, 210, 310
- Vocal: MUS112, 212, 312

- MUS230 Introduction to Sound and Recording .................................................. 3 hours
- *MUS324 Survey of American Popular Music (w) .............................................. 3 hours
- MUS327 Survey of Music Business ..................................................................... 3 hours
- *MUS330 Recording Studio Performance & Practice ......................................... 3 hours
- *SAS499 Senior Seminar ..................................................................................... 3 hours

Total .................................................................................................................. 48 hours
MAJOR: PROFESSIONAL STUDIES

The major provides courses that rely on student projects, team assignments, and experiential learning. It also incorporates liberal studies requirements, business courses, political science, psychology and social science courses. Six of the following major courses (18 semester hours) are selected by the student upon admission to the major from the 54 hours offered in the BA Professional Studies degree. These six courses (18 semester hours) along with 30 semester hours of major coursework taken at the transfer institution will comprise the 48 hours for the major requirement. Of the 30 hours transferred as major course work, 24 will be recorded under the major and 6 will be recorded under elective requirements.

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

ART210 American Art ................................................................. 3 hours
*CIS312 Information Systems for Managers (w) ....................... 3 hours
*COM441 Organizational Communication & Conflict Resolution 3 hours
*CUL443 World Mythology (w) .................................................. 3 hours
*ENG365 Issues in Literature [ENG422 World Literature (w)] .... 3 hours
*HIS Any HIS course [HIS312 History of the Middle East (w)] ... 3 hours
LAW211 Business Law I ............................................................. 3 hours
MAT273 Applied Statistics I ......................................................... 3 hours
MGT301 Organizational Behavior ................................................ 3 hours
MGT317 Human Resource Management .................................... 3 hours
MGT359 Small Business Management ........................................ 3 hours
*NAT220 Survey of Health Issues .............................................. 3 hours
PHI Any 200-400 level course .................................................... 3 hours
*POL320 Public Administration .................................................. 3 hours
PSY265 Lifespan Development ................................................... 3 hours
*PSY320 Motivational Psychology .............................................. 3 hours
[PSY325 Introduction to Industrial/Organizational Psychology] .... 3 hours
SOC250 Social Psychology ......................................................... 3 hours
SOC360 Multicultural Issues in Society (w) ............................... 3 hours
Total ..................................................................................... 54 hours

Students should take POL101 Introduction to the American Political Process as an open elective in order to fulfill prerequisite requirements.

MAJOR: PSYCHOLOGY

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

PSYCHOLOGY CORE

*PSY201 Introduction to Professional Practices (w) ...................... 3 hours
PSY263 Theories of Personality .................................................... 3 hours
PSY265 Lifespan Development .................................................... 3 hours
PSY302 History and Systems of Psychology ............................... 3 hours
PSY362 Abnormal Behavior ......................................................... 3 hours
*PSY401 Biological Foundations of Behavior .............................. 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
One of the following ............................................................... 3 hours
CSL430 Cultural Competence in Counseling
SOC360 Multicultural Issues In Society (w)
*CSL435 Assessment & Diagnosis of Addictive & Behavioral Health Problems ......................................................... 3 hours
*CSL440 Prevention, Intervention, and Treatment Planning in Addictions ......................................................... 3 hours
*CSL445 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health .............................................. 3 hours
*SCS470 Internship I .................................................................. 3 hours
Total ..................................................................................... 24 hours
MAJOR: PSYCHOLOGY (continued)

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: ........................................................................... 3 hours
CSL430 Cultural Competence in Counseling
SOC360 Multicultural Issues in Society (w)
*FOR344 Psychology of Violence and Aggression (w)
*PSY320 Motivational Psychology
*PSY363 Cognitive Psychology
*PSY364 Evolutionary Psychology
*PSY390 Special Topics
*PSY445 Psychometrics
*FOR, CSL, or PSY (200-400 approved by Advisor)
*SCS470 Internship I

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

CONCENTRATION: HUMAN SERVICES

*FOR423 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: ........................................................................... 3 hours
CSL430 Cultural Competence in Counseling
SOC360 Multicultural Issues in Society (w)

Two of the following: ........................................................................... 6 hours
COM310 Human, Interpersonal and Small Group Communication
FOR365 Drugs and Society
FOR485 Death and Dying
POL320 Public Administration
PSY269 Human Sexuality
PSY390 Special Topics
PSY440 Comparative Psychotherapies and Therapeutic Techniques
PSY445 Psychometrics
SCS471 Internship II
SOC310 Sociology of the Family
SOC320 Community Sociology
SOC361 Sociology of Gender
FOR, CSL, or PSY (200-400 approved by Advisor)

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

MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

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

KNOWLEDGE SKILLS CORE (16 HOURS*)

COM130 Oral Communication & Presentation ......................................... 3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition] ............ 3 hours
ENG142 Writing, Research and Literature (w) [Composition] ...................... 3 hours
MAT174/181/251/275/281 .......................................................................... 3 hours
FYS100 First-Year Seminar ...................................................................... 1 hour
EDU151 Technology In Learning .............................................................. 1 hour
EDU251 Technology & Pedagogy for Learning .......................................... 1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning ........ 1 hour
[EDU151/251/351 combined fulfill CIS requirement]

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

GENERAL EDUCATION CORE (33 HOURS*)

LIT (ENG360 or ENG361 if LA minor) ....................................................... 3 hours
THR (THR222 if LA minor) ................................................................. 3 hours
HIS (HIS122 for HIS minor) ................................................................. 3 hours
CUL (CUL220 if HIS minor; CUL443/448/449 if LA minor) ...................... 3 hours
PHI [choose one from schedule of courses] ........................................... 3 hours
MAT (MAT181 for Math minor) ............................................................ 3 hours
NAT11 Survey of Science ...................................................................... 3 hours
EDU250 Educational Psychology [Social Sciences – Psychology] ............. 3 hours
EDU316 Multicultural and Social Issues in Education [Social Sci. - Sociology] 3 hours
POL (POL101 if HIS minor) ................................................................. 3 hours
ECO (ECO221 if HIS minor) ................................................................. 3 hours

Total ........................................................................................................... 33 hours
## MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

### SCIENCE MAJOR (40 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101</td>
<td>Contemporary Biological Problems and BIO101L Lab</td>
<td>4</td>
</tr>
<tr>
<td>NAT275</td>
<td>Introduction to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>NAT Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NAT201</td>
<td>Principles of Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>NAT205</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>NAT215</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>NAT220</td>
<td>Survey of Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>NAT291</td>
<td>Drugs and the Body (w)</td>
<td>3</td>
</tr>
<tr>
<td>NAT310</td>
<td>Anatomy and Physiology (w)</td>
<td>3</td>
</tr>
<tr>
<td>PSY320</td>
<td>Motivational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY360</td>
<td>Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PSY362</td>
<td>Abnormal Behavior</td>
<td>3</td>
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<tr>
<td>PSY363</td>
<td>Cognitive Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY401</td>
<td>Biological Foundations of Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SCI370</td>
<td>Integrated Science for Teachers</td>
<td>3</td>
</tr>
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### PROFESSIONAL EDUCATION REQUIREMENTS (9 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EDU100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU230</td>
<td>Survey of Special Needs Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU319</td>
<td>Classroom Management for Middle Childhood &amp; AYA Education</td>
<td>3</td>
</tr>
</tbody>
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### READING CORE REQUIREMENTS (12 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU218</td>
<td>Role of Phonics in Emergent Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDU312</td>
<td>Teaching Reading Through Literature for Young Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>EDU330</td>
<td>Developmental Reading Through Content Area Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDU332</td>
<td>Reading, Diagnosis &amp; Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

### MIDDLE SCHOOL REQUIREMENTS (27 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDM210</td>
<td>Education for Young Adolescents</td>
<td>3</td>
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<tr>
<td>EDM235</td>
<td>Middle Childhood Curriculum, Instruction &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDM250</td>
<td>Middle Childhood Methods &amp; Field Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EDM350</td>
<td>Middle Childhood Methods &amp; Field Experience II</td>
<td>3</td>
</tr>
<tr>
<td>EDM450</td>
<td>Middle Childhood Student Teaching</td>
<td>12</td>
</tr>
<tr>
<td>EDU329</td>
<td>Differentiated Instruction &amp; Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total for Degree** 136 hours

## SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

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

### LANGUAGE ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG313</td>
<td>Theoretical Approaches to Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG360</td>
<td>American Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG361</td>
<td>British Poetry (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG422</td>
<td>World Literature (w)</td>
<td>3</td>
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</tbody>
</table>

**Total** 6 hours

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

### MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MAT251</td>
<td>Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT271</td>
<td>Geometry for Middle School Teachers</td>
<td>3</td>
</tr>
<tr>
<td>MAT273</td>
<td>Applied Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>MAT275</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAT370</td>
<td>Teaching Mathematics in Middle School (w)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 15 hours

### SOCIAL STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL250</td>
<td>World Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>ECO222</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIS267</td>
<td>Challenges of Global Leadership: US History after 1945 (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS323</td>
<td>The Emerging West (w)</td>
<td>3</td>
</tr>
<tr>
<td>HIS410</td>
<td>The Inter-Connected World (w)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 15 hours

**Total for Degree** 146-152 hours
BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

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

- Accounting
- Computer and Information Systems
- Digital Innovation and Design
- Finance
- Global Leadership Honors
- Management
- Marketing
- Organizational Management: offered through Off-Campus programs only
- Organizational Management, Entrepreneurship Concentration: offered Online only
- 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 ensure that prerequisites are satisfied for both the School of Business Core and the major:
ECO221 Principles of Macroeconomics
MAT273 Applied Statistics I
MGT201 Management of Organizations (w)

BUSINESS CORE

ACC201 Survey of Accounting ................................................................. 3 hours
ECO222 Principles of Microeconomics ...................................................... 3 hours
LAW211 Business Law I ......................................................................... 3 hours
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 (w) ............................................................. 3 hours
*ACC313 Cost Accounting I ................................................................. 3 hours
*ACC314 Cost Accounting II ................................................................. 3 hours
*ACC403 Accounting Information Systems .......................................... 3 hours
*ACC404 Auditing .............................................................................. 3 hours
ACC470 Internship .............................................................................. 3 hours
Total .................................................................................................. 30 hours

MAJOR: COMPUTER INFORMATION SYSTEMS

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

COMPUTER INFORMATION SYSTEMS CORE

CIT155 Operating Systems .................................................................... 3 hours
*CIS201 Programming .......................................................................... 3 hours
*CIS212 Systems Analysis and Design (w) .............................................. 3 hours
*CIS312 Information Systems for Managers (w) ................................... 3 hours
*CIS315 Database Design and Applications I ....................................... 3 hours
*CIS470 Internship .............................................................................. 3 hours
Total .................................................................................................. 18 hours

CONCENTRATION: APPLICATION SPECIALIST

CIS316 Database Design and Applications II ......................................... 3 hours
*CIS335 Spreadsheet Applications for Decision Making ....................... 3 hours
*CIS411 Microsoft Office Mastery ......................................................... 3 hours
CIS412 Project Management .................................................................. 3 hours
Total .................................................................................................. 12 hours
UNDERGRADUATE

MAJOR: COMPUTER INFORMATION SYSTEMS

CONCENTRATION: SOFTWARE DEVELOPMENT

PHI212 Symbolic Logic .............................................................. 3 hours
*CIS255 Internet and Website Development ......................... 3 hours
*CIS412 Project Management ............................................... 3 hours
*CIS450 Current Trends in Programming ......................... 3 hours
Total .......................................................... 12 hours

CONCENTRATION: SYSTEM AND NETWORK SUPPORT

*CIT20 Computer Architecture and Diagnostics ...................... 3 hours
*CIT361 Network Management and Administration .............. 3 hours
CIT362 Telecommunications & Networking II ....................... 3 hours
One of the following .................................................. 3 hours
  CIT340 Green Computing
  CIT344 Information Security
Total .......................................................... 12 hours

MAJOR: DIGITAL INNOVATION AND DESIGN

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

*ART130 3-Dimensional Foundations .................................. 3 hours
*ART325 Graphic Design ..................................................... 3 hours
ART340 Topics in Art History ............................................. 3 hours
*ART420 Interactive Digital Design ...................................... 3 hours
MKT253 Marketing Communications ................................. 3 hours
*CIS201 Visual Programming ............................................ 3 hours
*CIS255 Web Design ......................................................... 3 hours
*CIS412 Project Management ........................................... 3 hours
CIS470 Internship .......................................................... 3 hours
*MGT434 Design Thinking and Process .............................. 3 hours
Total .......................................................... 30 hours

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

Students should take COM134 Digital Photography as a Social Science course and COM330 Video Production as an open elective. Online & Off-Campus students should also take MGT302 Innovation Entrepreneurship and MGT315 Creative Strategy as open electives.

MAJOR: FINANCE

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

ACC210 Analysis of the Accounting Process .......................... 3 hours
ACC301 Intermediate Accounting I ...................................... 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
FIN470 Internship .......................................................... 3 hours
Total .......................................................... 30 hours

MAJOR: GLOBAL LEADERSHIP HONORS

The purpose of the Global Leadership Honors major is to offer students a unique, honors-based program in one of the critical management arenas of the 21st century. Students who have completed 12-24 or more semester hours of college coursework may apply for admission to the major. The program will have a business base with an interdisciplinary global core curriculum and a required minor program to ensure that students have both leadership and discipline skill sets sought by employers and graduate schools. Students must also complete at least one of the following: study abroad, intern abroad (4-6 weeks), or achieve proficiency in a second language.

ACC228 Managerial Accounting ......................................... 3 hours
*GLM205 Introduction to Global Leadership ......................... 3 hours
*GLM210H Markets and Economies (w) .............................. 3 hours
*GLM310H Culture, Business and Markets (w) .................... 3 hours
*GLM395H Global Leadership Theory ................................ 3 hours
*GLM410H Global Leadership Professional Seminar (w) .... 3 hours
*GLM470H Study/Intern Abroad or language proficiency ...... 3 hours
*MGT351 Managing Diversity in the Workplace (w) .......... 3 hours
*MGT404 Organizational Theory ......................................... 3 hours
*One of the following .................................................... 3 hours
  ECO424 International Trade
  FIN426 International Finance
  MKT404 Global Marketing
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 Hospitality and Tourism, Human Resource Management, International Business, Managerial Studies, and Supply Chain Management. The curriculum takes the approach of total development of the individual, placing emphasis on personal as well as professional growth. It prepares students for both a career and for graduate studies.

MANAGEMENT CORE (REQUIRED FOR ALL MANAGEMENT MAJORS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ACC228 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>*CIS312 Information Systems for Managers (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MGT301 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

MAJOR: GLOBAL LEADERSHIP HONORS (continued)

CONCENTRATION: HOSPITALITY AND TOURISM MANAGEMENT

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS104 Introduction to the Hospitality and Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOS215 Food Service and Safety Management</td>
<td>3</td>
</tr>
<tr>
<td>*HOS280 Hospitality Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>*HOS330 Hospitality and Tourism Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT351 Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MGT475 Internship and Professional Development Seminar</td>
<td>3</td>
</tr>
<tr>
<td>*MKT364 Event Marketing and Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

CONCENTRATION: HUMAN RESOURCE MANAGEMENT

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW321 Employment and Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>*MGT317 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT318 Total Compensation</td>
<td>3</td>
</tr>
<tr>
<td>MGT320 Human Resource Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT351 Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MGT402 Training and Development</td>
<td>3</td>
</tr>
<tr>
<td>*MGT443 Strategic Human Resource Management &amp; Emerging Issues</td>
<td>3</td>
</tr>
<tr>
<td>MGT470 Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

Students must take MGT320 Human Resource Risk Management as an open elective.

CONCENTRATION: INTERNATIONAL BUSINESS

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

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

## 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 Resource Management ............................................................ 3 hours
* MGT404 Organization Theory .............................................................................. 3 hours
* MGT411 International Management .................................................................... 3 hours

Two of the following: ............................................................................................. 6 hours
- LAW321 Employment and Labor Law
- MGT351 Managing Diversity in the Workplace (w)
- MGT359 Small Business Management
- MGT390 Special Topics
- MGT470 Internship ................................................................................................ 3 hours

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

## CONCENTRATION: SUPPLY CHAIN MANAGEMENT

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

* MGT221 Supply Chain Management ................................................................. 3 hours
* MGT317 Human Resource Management ............................................................ 3 hours
* MGT324 Logistics and Distribution .................................................................... 3 hours
* MGT356 Quality Management ............................................................................ 3 hours
* MGT422 Materials Management and Procurement .......................................... 3 hours
* MGT455 Lean Organizations .............................................................................. 3 hours
* MGT470 Internship ............................................................................................. 3 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.

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

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

# MAJOR: ORGANIZATIONAL MANAGEMENT

*Offered through Off-Campus programs only*

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. The degree incorporates some General Studies requirements, the School of Business core requirements, the Professional Major, and the Concentration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ACC305</td>
<td>Accounting for Decision-Making</td>
<td>3</td>
</tr>
<tr>
<td>CIS312</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>LAW211</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>*MGT301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>*MGT317</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT321</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT361</td>
<td>Managerial Research Design and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MGT404</td>
<td>Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>*MGT411</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT495</td>
<td>Organizational Strategy (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MGT496</td>
<td>Research Project I (w)</td>
<td>3</td>
</tr>
<tr>
<td>*MGT497</td>
<td>Research Project II (w)</td>
<td>3</td>
</tr>
<tr>
<td>MKT155</td>
<td>Introductory Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PHI306</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY301</td>
<td>Adult Development and Life Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

Total ............................................................................................................. 54 hours
MAJOR: ORGANIZATIONAL MANAGEMENT (continued)

CONCENTRATION: ENTREPRENEURSHIP

Offered Online only

*ACC305 Accounting for Decision-Making .......................................................... 3 hours
*COM329 Writing for Electronic Media .................................................................. 3 hours
*ART325 Graphic Design ..................................................................................... 3 hours
*MKT253 Marketing Communication .................................................................. 3 hours
*MKT364 Event Marketing and Management ....................................................... 3 hours
*One of the following: ......................................................................................... 3 hours
  MGT301 Organizational Behavior
  MGT317 Human Resource Management

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

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

MAJOR: SPORTS AND RECREATION MANAGEMENT

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

SPORTS AND RECREATION CORE

SRM160 Introduction to Sport and Recreation Management ............................ 3 hours
*SRM220 Principles of Athlete Development ................................................... 3 hours
*SRM291 Recreation and Sport Program Administration .................................... 3 hours
*SRM315 Supervision in Sports and Recreation .................................................. 3 hours
NAT146 Introduction to Exercise Science ............................................................ 3 hours
*SAT260 Lifetime Fitness and Wellness .............................................................. 3 hours

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

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

CONCENTRATION: RECREATION AND FITNESS MANAGEMENT

*SRM220 Principles of Athlete Development ................................................... 3 hours
*SRM291 Recreation and Sport Program Administration .................................... 3 hours
*SRM315 Supervision in Sports and Recreation .................................................. 3 hours
NAT146 Introduction to Exercise Science ............................................................ 3 hours
*SAT260 Lifetime Fitness and Wellness .............................................................. 3 hours

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

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

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

CONCENTRATION: SPORTS MARKETING

*SRM235 Sports Writing, Marketing and Promotion ......................................... 3 hours
*COM212 Introduction to Public Relations (w) .................................................... 3 hours
*MKT253 Marketing Communication ................................................................ 3 hours
*MKT364 Event Marketing and Management ....................................................... 3 hours
*One of the following: ......................................................................................... 3 hours
  ART325 Graphic Design
  COM329 Writing for Electronic Media

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

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

Students should take SOC280 Sports in American Society as an open elective.
**BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE**

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

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum of the School of Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>Total Semester hours for the Major</td>
<td>21 hours</td>
</tr>
<tr>
<td>Open Electives/Minor</td>
<td>up to 24 hours</td>
</tr>
<tr>
<td>Total semester hours for the degree</td>
<td>121 hours</td>
</tr>
</tbody>
</table>

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to ensure that prerequisites 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

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

**CRIMINAL JUSTICE CORE**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUS110 Introduction to Criminal Justice</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS201 Criminal Law</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS202 Criminal Procedures</td>
<td>3 hours</td>
</tr>
<tr>
<td>*JUS361 Ethical Issues in Criminal Justice</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF293 Criminology (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*SCS300 Research Design (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*SCS470 Internship I</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total</td>
<td>21 hours</td>
</tr>
</tbody>
</table>

**MAJOR: CORRECTIONS**

- COR120 Correctional Thought and Practice ........................................... 3 hours
- COR231 Juvenile Justice Systems                                      3 hours
- COR245 Probation, Parole, and Community Corrections                  3 hours
- *COR336 Constitutional Rights of Prisoners                           3 hours
- *COR420 Agency Management                                            3 hours
- *FOR423 Case Management                                              3 hours
- *FOR430 Crisis Intervention Strategies                               3 hours
- FOR347 Sex Crimes                                                    3 hours
- *PSY362 Abnormal Behavior                                            3 hours
- FOR365 Drugs and Society                                             3 hours
| Total                                                                  | 30 hours |

**MAJOR: CRIMINALISTICS**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*FSC115 Introduction to Forensic Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT150 Human Anatomy and Physiology</td>
<td>3 hours</td>
</tr>
<tr>
<td>NAT150L Human Anatomy and Physiology lab</td>
<td>1 hour</td>
</tr>
<tr>
<td>*ENF239 Applied Criminal Investigation &amp; Criminalistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF320 Advanced Criminalistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>CDS334 Technology and Crime</td>
<td>3 hours</td>
</tr>
<tr>
<td>CDS341 Survey of Computer Forensics</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF335 Forensic Investigation of Sex Crimes</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF432 Death Investigations</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ENF460 Evidence Processing</td>
<td>3 hours</td>
</tr>
<tr>
<td>*JUS465 Trial Evidence (Capstone)</td>
<td>4 hours</td>
</tr>
<tr>
<td>Total</td>
<td>32 hours</td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.
### MAJOR: DIGITAL FORENSICS

- CIS201 Programming ................................................................. 3 hours
- CIT135 Operating Systems ..................................................... 3 hours
- CIT361 Network Management and Administration .................. 3 hours
- *CDS152 Introduction to Cyber Defense ................................. 3 hours
- CDS334 Technology and Crime .................................................. 3 hours
- CDS341 Survey of Digital Forensics ........................................... 3 hours
- *CDS44 Information Security ....................................................... 3 hours
- *CDS45 Cyber Law and Ethics ..................................................... 3 hours
- *CDS45 Advanced Digital Forensics .......................................... 3 hours
- *CDS491 Senior Seminar in Cyber Defense (w) ......................... 3 hours
- ENF239 Applied Criminal Investigation and Criminalistics ....... 3 hours

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

### MAJOR: FORENSIC PSYCHOLOGY

- FOR105 Victimology ................................................................. 3 hours
- *FOR344 Psychology of Violence and Aggression (w) ............... 3 hours
- FOR430 Crisis Intervention Strategies ........................................ 3 hours
- *FOR460 Psychology and Law (w) .............................................. 3 hours
- *JUS461 Capstone Senior Seminar in Criminal Justice (w) ....... 3 hours
- *PSY360 Introduction to Counseling ......................................... 3 hours
- *PSY362 Abnormal Behavior ...................................................... 3 hours
- SOC250 Social Psychology .......................................................... 3 hours
- SOC360 Multicultural Issues in Society (w) ................................. 3 hours

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

- FOR347 Psychology of Sex Crimes
- FOR365 Drugs and Society
- FOR485 Death and Dying
- PSY269 Human Sexuality

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

### MAJOR: HOMELAND SECURITY/TERROISM

- *ENF154 Homeland Security Overview ....................................... 3 hours
- *ENF212 Concepts of Terrorism .................................................. 3 hours
- ENF240 Critical Infrastructure Protection ..................................... 3 hours
- *ENF245 Emergency Organizations and Management ............... 3 hours
- ENF390 Special Topics ................................................................. 3 hours
- *JUS215 Homeland Security and the Legal System ..................... 3 hours
- POL151 Introduction to National Security Studies ................. 3 hours
- POL341 Covert Action and Intelligence ........................................ 3 hours
- *POL491 Capstone Senior Seminar in Homeland & National Security (w) ...... 3 hours
- PSY344 Psychology of Terrorism .................................................. 3 hours

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

### MAJOR: JUSTICE ADMINISTRATION

- Tiffin Campus and Online major courses (to be taken in addition to Criminal Justice Core):
  - COR120 Correctional Thought and Procedures ......................... 3 hours
  - COR231 Juvenile Justice Systems .............................................. 3 hours
  - COR420 Agency Management .................................................... 3 hours
  - ENF150 Police and Society ......................................................... 3 hours
  - *ENF154 Homeland Security Overview ....................................... 3 hours
  - *ENF245 Emergency Organizations and Management ............... 3 hours
  - *ENF335 Law Enforcement Supervision .................................... 3 hours
  - *ENF450 Crime Analysis ............................................................. 3 hours
  - *JUS461 Senior Capstone in Criminal Justice (w) ...................... 3 hours
  - POL320 Public Administration .................................................... 3 hours
  - SOC360 Multicultural Issues in Society (w) ................................. 3 hours

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

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

- *COR320 Correctional Thought & Procedures .............................. 3 hours
- ENG365 Issues in Literature (w) (L) .............................................. 3 hours
- *ENF317 Introduction to CJ Leadership ....................................... 3 hours
- *ENF323 Issues in Law Enforcement .......................................... 3 hours
- *ENF335 Law Enforcement Supervision .................................... 3 hours
- *ENF393 Criminal Nature ........................................................... 3 hours
- ENF400 Comparative Criminal Justice Systems ......................... 3 hours
- *ENF450 Crime Analysis ............................................................. 3 hours
- FOR344 Psychology of Violence & Aggression ......................... 3 hours
- FOR366 Substance Abuse ........................................................... 3 hours
- 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
- *JUS463 Applied Research Design .............................................. 6 hours
- MAT326 Statistics for Criminal Justice Majors ......................... 3 hours
- SCS440 Theory & Application of Leadership ......................... 3 hours
- SOC330 Social Behavior .............................................................. 3 hours
- SOC360 Multicultural Issues in Society ...................................... 3 hours

**Total .................................................................** 30 hours
### MAJOR: LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS334</td>
<td>Technology and Crime</td>
<td>3</td>
</tr>
<tr>
<td>COR120</td>
<td>Correctional Thought and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COR231</td>
<td>Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENF150</td>
<td>Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF239</td>
<td>Applied Criminal Investigation and Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>*ENF335</td>
<td>Law Enforcement Supervision</td>
<td>3</td>
</tr>
<tr>
<td>*ENF400</td>
<td>Comparative Criminal Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>*ENF450</td>
<td>Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENF460</td>
<td>Evidence Processing (w)</td>
<td>4</td>
</tr>
<tr>
<td>*JUS461</td>
<td>Capstone Senior Seminar in Criminal Justice (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>31 hours</strong></td>
</tr>
</tbody>
</table>

### BACHELOR OF SCIENCE (BS) DEGREE

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

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

BS 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** (*) 49-50 hours

Total Semester hours for the major .......................................................... 54-60 hours

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

Minimum Total hours for the degree ....................................................... 127-134 semester hours

*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to ensure that prerequisites are satisfied for the major:
  - Exercise Science: BIO101, BIO101L Contemporary Biological Problems and Lab, and NAT220 Survey of Health Issues
  - Forensic Science: ENG245 Technical Writing

### MAJOR: EXERCISE SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAT124</td>
<td>Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>NAT146</td>
<td>Introduction to Exercise Science (w)</td>
<td>3</td>
</tr>
<tr>
<td>*NAT225</td>
<td>Motor Development</td>
<td>3</td>
</tr>
<tr>
<td>CHM245</td>
<td>Organic and Biological Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>NAT260</td>
<td>Lifetime Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>NAT291</td>
<td>Drugs and the Body (w)</td>
<td>3</td>
</tr>
<tr>
<td>BIO311</td>
<td>Human Anatomy and Physiology (w) and BIO311L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*BIO312</td>
<td>Human Anatomy and Physiology (w) and BIO312L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*NAT315</td>
<td>Biomechanics of Sport and Exercise and NAT315L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*NAT316</td>
<td>Nutrition for Sport and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>*NAT322</td>
<td>Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>CHM331</td>
<td>Organic Chemistry and CHM331L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*NAT342</td>
<td>Exercise Assessment and Prescription (w) and NAT342L Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM411</td>
<td>Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>*NAT422</td>
<td>Exercise Physiology and NAT422L Lab</td>
<td>4</td>
</tr>
<tr>
<td>*SAS470</td>
<td>Internship (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>54 hours</strong></td>
</tr>
</tbody>
</table>

Total for Major .......................................................................................... 127 hours

Exercise Science majors must take BIO101 Contemporary Biological Problems and BIO101L Lab as prerequisites and NAT220 Survey of Health Issues to meet the General Education Natural Science requirement.
MAJOR: FORENSIC SCIENCE

The Forensic Science program is structured for a student to learn scientific principles and methods, applied to assist criminal and civil investigations and litigations. This program places an emphasis on the interdisciplinary disciplines of chemistry, biology and law. Students are educated on the role of forensic scientists in the criminal justice system and how scientific evidence can be used in that system. Students will earn a Bachelor of Science in Forensic Science upon the successful completion of the required course work. Because forensic science is a scientific field based in both scientific method and principles, and scientific laboratory applications, students completing this degree can seek professional employment positions in not just forensic science labs, but also in commercial and industrial laboratories.

*FSC115 Introduction to Forensic Science and FSC115L Lab .................................. 4 hours
FSC215 Evidence Law and Ethics ................................................................. 3 hours
BIO311 Human Anatomy and Physiology (w) and BIO311L Lab .................. 4 hours
BIO312 Human Anatomy and Physiology (w) and BIO312L Lab .............. 4 hours
BIO333 Genetics and BIO333L Lab .............................................................. 4 hours
BIO345 Cellular and Molecular Biology and BIO345L Lab ......................... 4 hours
BIO373 Microbiology and BIO373L Lab ....................................................... 4 hours
CHM131 General Chemistry I and CHM131L Lab ........................................ 4 hours
CHM132 General Chemistry II and CHM132L Lab ....................................... 4 hours
CHM331 Organic Chemistry I and CHM331L Lab ........................................ 4 hours
CHM332 Organic Chemistry II and CHM332L Lab ...................................... 4 hours
*CHM381 Quantitative Analysis and CHM381L Lab ................................. 4 hours
CHM411 Biochemistry ................................................................................. 3 hours
CHM435 Inorganic Chemistry and CHM435L Lab ..................................... 4 hours
CHM450 Physical Chemistry and CHM450L Lab ........................................ 4 hours
*CHM481 Instrumental Analysis and CHM481L Lab .................................. 4 hours
MAT381 Calculus II .................................................................................... 3 hours
PHY211 General Physics I and PHY211L Lab ............................................. 4 hours
PHY212 Physics II and PHY212L Lab ........................................................ 4 hours
One of the following ................................................................................... 3 hours
SAS470 Internship
CHM370 Experimental Research Design

Total ............................................................................................................. 76 hours

Total for Major ............................................................................................ 129 hours

Forensic Science majors must take BIO101 Contemporary Biological Problems and BIO101L Lab as prerequisites to meet the General Education Natural Science requirement. It is recommended that students take ENG245 Technical Writing as an Open Elective.

MAJOR: HEALTHCARE ADMINISTRATION

Offered through Online & Off-Campus programs only

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101 Contemporary Biological Problems and BIO101L Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM131 General Chemistry I and CHM131L Lab</td>
<td>4</td>
</tr>
<tr>
<td>MGT140 Survey of Healthcare Organizations</td>
<td>3</td>
</tr>
<tr>
<td>*MGT151 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ACC201 Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO222 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>*LAW403 Healthcare Law</td>
<td>3</td>
</tr>
<tr>
<td>*MGT301 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT495 Organizational Strategy (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HCA301 Healthcare Finance</td>
<td>3</td>
</tr>
<tr>
<td>*HCA312 Healthcare Informatics (w)</td>
<td>3</td>
</tr>
<tr>
<td>*HCA318 Human Resource for Healthcare Managers</td>
<td>3</td>
</tr>
<tr>
<td>HCA355 Healthcare Marketing</td>
<td>3</td>
</tr>
<tr>
<td>*HCA362 Research and Analysis for Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HCA427 Healthcare Operations</td>
<td>3</td>
</tr>
<tr>
<td>*One of the following</td>
<td>3</td>
</tr>
<tr>
<td>HCA470 Internship</td>
<td>3</td>
</tr>
<tr>
<td>HCA491 Healthcare Administration Research Project</td>
<td>3</td>
</tr>
<tr>
<td>Open Electives: Choose eight (8) from the following courses:</td>
<td>24</td>
</tr>
<tr>
<td>*HCA362 Research and Analysis for Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HCA474, HCA475, PSY265, PSY362</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

To meet General Education requirements Healthcare Administration majors should take MAT273 Applied Statistics I, NAT150/150L Introduction to Anatomy & Physiology + Lab, ECO221 Principles of Macroeconomics, PSY101 Introduction to Psychology, MGT201 Management of Organizations, COM441 Organizational Communication and Conflict Resolution.
### Major: Information Technology

Offered through Online & Off-Campus programs only

#### Computer Information Systems Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS201 Programming</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIS315 Database Design and Applications I</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIT320 Computer Architecture and Diagnostics</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIT344 Information Security</td>
<td>3 hours</td>
</tr>
<tr>
<td>*CIT361 Network Management and Administration</td>
<td>3 hours</td>
</tr>
<tr>
<td>ITS106 Introduction to Information Science (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ITS120 Current Trends in Virtual Computing</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ITS215 Open Source Computing</td>
<td>3 hours</td>
</tr>
<tr>
<td>ITS345 Computer Law and Ethics</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

#### Concentration: Systems Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS412 Project Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>CIT362 Telecommunications and Networking</td>
<td>3 hours</td>
</tr>
<tr>
<td>ITS370 Server Administration</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ITS375 Open Source Security (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ITS430 Enterprise Administration</td>
<td>3 hours</td>
</tr>
<tr>
<td>ITS465 Wide Area Networking and Switching</td>
<td>3 hours</td>
</tr>
<tr>
<td>*ITS495 Capstone Project (w)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

### Associate Degree Program

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

#### Associate of Criminal Justice (ACJ) Degree

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

- Law Enforcement

**Core Curriculum** .................................................................................................. **23 hours**

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

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

#### Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYS100 First Year Seminar</td>
<td>1 hour</td>
</tr>
<tr>
<td>Writing or Composition (ENG141 or higher)</td>
<td>6 hours</td>
</tr>
<tr>
<td>Communication</td>
<td>3 hours</td>
</tr>
<tr>
<td>Information Technology</td>
<td>3 hours</td>
</tr>
<tr>
<td>Mathematics (MAT174 or higher)</td>
<td>3 hours</td>
</tr>
<tr>
<td>POL101 Introduction to the American Political Process</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY101 Introduction to Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>Elective from the Social Sciences*</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Total** ............................................................................................................... **23 hours**

* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, SOC, or SCS110

#### MAJOR: Law Enforcement

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS334 Technology and Crime</td>
<td>3 hours</td>
</tr>
<tr>
<td>COR231 Juvenile Justice Systems</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF150 Police and Society</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF239 Applied Criminal Investigation Criminalistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENF293 Criminology (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>FOR105 Victimology</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS110 Introduction to Criminal Justice</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS201 Criminal Law</td>
<td>3 hours</td>
</tr>
<tr>
<td>JUS202 Criminal Procedures</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC101 Principles of Sociology</td>
<td>3 hours</td>
</tr>
<tr>
<td>Two Open Electives from 100/200 level in ENF, JUS, COR</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

**Total** ............................................................................................................... **36 hours**
### MINORS

Tiffin University offers students the option of pursuing a minor in the academic areas outlined in the following section. A student may not pursue a minor in the same academic discipline as their Bachelor degree major/concentration.

#### MINOR: ACCOUNTING

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three ACC courses at the 300-400 level</td>
<td>9 hours</td>
</tr>
<tr>
<td>Recommended ACC403 Accounting Information Systems, ACC404 Auditing, ACC405 Fraud Examination in Accounting</td>
<td></td>
</tr>
<tr>
<td>Three ACC electives</td>
<td>9 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

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

#### MINOR: ADDICTIONS COUNSELING

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

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

#### MINOR: ARABIC STUDIES

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

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

#### MINOR: ART

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART201 Introduction to Art History (w)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ART392 Advanced Studio Practice</td>
<td>3 hours</td>
</tr>
<tr>
<td>Three of the following</td>
<td>9 hours</td>
</tr>
<tr>
<td>ART120 2-D Foundations</td>
<td></td>
</tr>
<tr>
<td>ART130 3-D Foundations</td>
<td></td>
</tr>
<tr>
<td>COM134 Digital Photography</td>
<td></td>
</tr>
<tr>
<td>ART325 Graphic Design</td>
<td></td>
</tr>
<tr>
<td>ART340 Topics in Art History (w)</td>
<td></td>
</tr>
<tr>
<td>ART415 Art, Audience, and Community</td>
<td></td>
</tr>
<tr>
<td>ART420 Interactive Digital Design</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

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

#### MINOR: BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS355 Spreadsheet Applications for Decision Making</td>
<td>3 hours</td>
</tr>
<tr>
<td>FIN101 Personal Finance</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT121 How Business Works</td>
<td>3 hours</td>
</tr>
<tr>
<td>MKT253 Marketing Communications</td>
<td>3 hours</td>
</tr>
<tr>
<td>MGT301 Organizational Behavior</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

Students enrolled in a BBA degree program may not select this minor. Some courses may have prerequisites. See course description for details.

#### MINOR: CHEMISTRY

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM131 General Chemistry I + CHM131L Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHM132 General Chemistry II + CHM132L Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>Two of the following</td>
<td>8 hours</td>
</tr>
<tr>
<td>CHM331 Organic Chemistry + CHM331L Organic Chemistry Lab</td>
<td></td>
</tr>
<tr>
<td>CHM332 Organic Chemistry II + CHM332L Organic Chemistry II Lab</td>
<td></td>
</tr>
<tr>
<td>CHM381 Quantitative Analysis + CHM381L Quantitative Analysis Lab</td>
<td></td>
</tr>
<tr>
<td>One of the following</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>CHM411 Biochemistry</td>
<td></td>
</tr>
<tr>
<td>CHM433 Inorganic Chemistry + CHM433L Inorganic Chemistry Lab</td>
<td></td>
</tr>
<tr>
<td>CHM450 Physical Chemistry + CHM450L Physical Chemistry Lab</td>
<td></td>
</tr>
<tr>
<td>CHM481 Instrumental Analysis + CHM481L Instrumental Analysis Lab</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19-20 hours</strong></td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.
### MINOR: COMPUTER AND INFORMATION SYSTEMS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS212 Systems Analysis and Design (w)</td>
<td>3</td>
</tr>
<tr>
<td>CIS255 Internet and Website Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS313 Database Design and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CIS355 Spreadsheet Applications for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>CIT155 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT361 Network Management and Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: CORRECTIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR120 Correctional Thought and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COR231 Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>COR240 Agency Management</td>
<td>3</td>
</tr>
<tr>
<td>COR245 Probation, Parole, and Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>FOR423 Case Management</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td>3</td>
</tr>
<tr>
<td>COR336 Constitutional Rights of Prisoners</td>
<td></td>
</tr>
<tr>
<td>FOR365 Drugs and Society</td>
<td></td>
</tr>
<tr>
<td>PSY269 Human Sexuality</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: CREATIVITY WRITING

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG251 Creative Writing I (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENG252 Creative Writing II (w) Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENG253 Creative Writing III (w) Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENG254 Creative Writing (w) Creative Non-fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG262 Editing</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td>3</td>
</tr>
<tr>
<td>ENG242 Short Story Interpretation (w)</td>
<td></td>
</tr>
<tr>
<td>ENG360 American Poetry (w)</td>
<td></td>
</tr>
<tr>
<td>ENG361 English Poetry (w)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

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

### MINOR: CRIMINALISTICS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FSCI15 Introduction to Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>ENF239 Applied Criminal Investigation &amp; Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>ENF320 Advanced Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>CDS341 Survey of Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>ENF460 Evidence Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: ENGLISH

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG223 Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 level elective</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td>3</td>
</tr>
<tr>
<td>CUL443 Comparative Mythology (w)</td>
<td></td>
</tr>
<tr>
<td>CUL448 Women and Literature (w)</td>
<td></td>
</tr>
<tr>
<td>Three ENG Literature electives at the 300-400 level (w)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: EQUINE BUSINESS MANAGEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQM257 Equine Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>EQM412 Management of the Equine Environment</td>
<td>3</td>
</tr>
<tr>
<td>MGT201 Management of Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGT359 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>SRM360 Business of Sport (w)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

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

NAT146 Introduction to Exercise Science .................................................. 3 hours
NAT150 Intro to Anatomy & Physiology +
NAT150L Intro to Anatomy & Physiology Lab ........................................ 4 hours
NAT342 Exercise Assessment & Prescription +
NAT342L Exercise Assessment & Prescription Lab .................................... 4 hours
NAT422 Exercise Physiology + NAT422L Exercise Physiology Lab .......... 4 hours
One of the following: .................................................................................. 3 hours
   NAT315 Biomechanics
   NAT322 Kinesiology
One of the following: .................................................................................. 3 hours
   NAT225 Motor Development
   NAT260 Lifetime Fitness and Wellness
   NAT316 Nutrition for Sports and Exercise
Total ........................................................................................................... 21 hours

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

**MINOR: FINANCE**

ECO322 Intermediate Microeconomics ..................................................... 3 hours
ECO420 Money and Banking ..................................................................... 3 hours
FIN314 Risk Management and Insurance ............................................... 3 hours
FIN421 Investments ................................................................................... 3 hours
FIN426 International Finance .................................................................... 3 hours
Total ........................................................................................................... 15 hours

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

**MINOR: FORENSIC ACCOUNTING**

JUS110 Introduction to Criminal Justice .................................................. 3 hours
JUS201 Criminal Law .................................................................................. 3 hours
JUS202 Criminal Procedures .................................................................... 3 hours
ACC405 Fraud Examination in Accounting ........................................... 3 hours
LAW406 Fraud Prevention ........................................................................ 3 hours
Total ........................................................................................................... 15 hours

* Non-accounting majors may take this minor, but must also take ACC201 Survey of Accounting, ACC210 Analysis of the Accounting Process, and ACC403 Accounting Information Systems in addition to the courses listed above. Begin this minor in Sophomore year.

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

**MINOR: FORENSIC PSYCHOLOGY**

FOR105 Victimology .................................................................................... 3 hours
FOR344 Psychology of Violence and Aggression (w) ............................. 3 hours
FOR460 Psychology and Law (w) ............................................................... 3 hours
PSY362 Abnormal Behavior ...................................................................... 3 hours
Two of the following: ................................................................................. 6 hours
   FOR365 Drugs and Society
   FOR430 Crisis Intervention Strategies
   PSY269 Human Sexuality
   SCS300 Research Design (w)
   SOC230 Social Psychology
Total ......................................................................................................... 18 hours

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

**MINOR: FORENSIC SCIENCE**

CHM131 General Chemistry I and CHM131L Lab .................................... 4 hours
CHM132 General Chemistry II and CHM132L Lab ................................. 4 hours
CHM331 Organic Chemistry and CHM331L Lab ..................................... 4 hours
CHM381 Quantitative Analysis and CHM381L Lab ............................... 4 hours
CHM481 Instrumental Analysis and CHM481L Lab .............................. 4 hours
ENF460 Evidence Processing (w) ............................................................. 4 hours
Total ........................................................................................................ 24 hours

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

**MINOR: GOVERNMENT**

POL101 Introduction to the American Political Process .......................... 3 hours
POL205 The Presidency (w) .................................................................... 3 hours
POL206 Congress ...................................................................................... 3 hours
POL207 The Courts .................................................................................. 3 hours
POL311 Federalism .................................................................................... 3 hours
POL Elective ............................................................................................... 3 hours
Total .......................................................................................................... 18 hours

Some courses may have prerequisites. See course description for details.
MINOR: HOMELAND SECURITY

ENF154 Homeland Security Overview ................................................. 3 hours
ENF212 Concepts of Terrorism ......................................................... 3 hours
ENF240 Critical Infrastructure Protection ........................................... 3 hours
ENF245 Emergency Organization & Management ................................ 3 hours
JUS213 Homeland Security & Legal System ....................................... 3 hours
One of the following: ........................................................................... 3 hours
POL311 Federalism
ENF441 Counterintelligence/Counter-Terrorism

Total ........................................................................................................ 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: HOSPITALITY AND TOURISM MANAGEMENT

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 Hospitality and Tourism Strategic Management ....................... 3 hours
MKT364 Event Marketing and Management ......................................... 3 hours

Total ........................................................................................................ 15 hours
Some courses may have prerequisites. See course description for details.

MINOR: HUMAN RESOURCE MANAGEMENT

LAW321 Employment and Labor Law .................................................... 3 hours
MGT317 Human Resource Management .............................................. 3 hours
MGT351 Managing Diversity in the Workplace (w) .............................. 3 hours
MGT443 Strategic Human Resources and Emerging Issues .................. 3 hours
One from the following: ....................................................................... 3 hours
MGT318 Total Compensation
MGT320 Human Resource Risk Management
MGT402 Training and Development

Total ........................................................................................................ 15 hours
Some courses may have prerequisites. See course description for details.

MINOR: HUMAN SERVICES

COM310 Human, Interpersonal & Small Group Communication ................ 3 hours
PSY201 Introduction to Professional Practices (w) ................................. 3 hours
PSY265 Human Development .............................................................. 3 hours
PSY360 Introduction to Counseling ..................................................... 3 hours
Two of the following: ........................................................................... 6 hours
FOR365 Drugs and Society
FOR485 Death and Dying
PSY362 Abnormal Behavior
PSY269 Human Sexuality
SOC250 Social Psychology
SOC320 Community Sociology
SOC361 Sociology of Gender

Total ........................................................................................................ 18 hours
Some courses may have prerequisites. See course description for details.

MINOR: INDIVIDUALIZED STUDIES (SPECIFY DISCIPLINE)

3 courses in specified discipline concentration 200 level ....................... 9 hours
3 courses in specified discipline concentration 300-400 .......................... 9 hours

Total ........................................................................................................ 18 hours
The choice of discipline and courses must be approved by the Academic Advisor and the Dean of the school in which it is housed.
Some courses may have prerequisites. See course description for details.

MINOR: INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

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: ........................................................................... 6 hours
COM441 Organizational Communication
SOC250 Social Psychology
PSY445 Psychometrics (w)

Total ........................................................................................................ 18 hours
Some courses may have prerequisites. See course description for details.
### MINOR: INTELLIGENCE STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL151 Introduction to National Security</td>
<td>3</td>
</tr>
<tr>
<td>POL225 Introduction to Intelligence Studies</td>
<td>3</td>
</tr>
<tr>
<td>POL425 Intelligence Analysis</td>
<td>3</td>
</tr>
<tr>
<td>POL341 Covert Action &amp; Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>ENF441 Counterintelligence/Counter-Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>CDS132 Introduction to Cyber Defense</td>
<td></td>
</tr>
<tr>
<td>CDS344 Information Security</td>
<td></td>
</tr>
<tr>
<td>JUS215 Homeland Security &amp; The Legal System</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: INTERNATIONAL BUSINESS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO424 Global Trade</td>
<td>3</td>
</tr>
<tr>
<td>FIN426 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT351 Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT411 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT404 Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 hours</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: JOURNALISM

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM134 Digital Photography</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>COM318 Feature Writing (w)</td>
<td>3</td>
</tr>
<tr>
<td>COM320 Argumentation/Persuasion Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>COM340 Law and Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: LATIN AMERICAN STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA101 Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA102 Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA201 Intermediate Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPA202 Advanced Spanish Language: The Novel</td>
<td>3</td>
</tr>
<tr>
<td>CUL441 Latin American Culture</td>
<td>3</td>
</tr>
<tr>
<td>HIS341 History of Latin America</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS334 Technology and Crime</td>
<td>3</td>
</tr>
<tr>
<td>ENF150 Police and Society</td>
<td>3</td>
</tr>
<tr>
<td>ENF239 Applied Criminal Investigation and Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>ENF293 Criminology (w)</td>
<td>3</td>
</tr>
<tr>
<td>ENF400 Comparative Criminal Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENF450 Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: LEADERSHIP STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCS220 Introduction to Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SCS440 Theory and Application of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>COM310 Human, Interpersonal, Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>COM324 Communicating Across Cultures (w)</td>
<td></td>
</tr>
<tr>
<td>COM341 Political Communication (w)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT301 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT317 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT351 Managing Diversity in the Workplace (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT404 Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>CIS312 Information Systems for Managers (w)</td>
<td>3</td>
</tr>
<tr>
<td>MGT221 Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT359 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT411 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT390 Special Topics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

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

### MINOR: MARKETING

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MKT252 Buyer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT253 Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>MKT354 Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT402 Marketing Research (w)</td>
<td>3</td>
</tr>
<tr>
<td>MKT404 Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

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

### MINOR: MUSIC

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MUP121 Musicanship I</td>
<td>3</td>
</tr>
<tr>
<td>MUP221 Musicanship II</td>
<td>3</td>
</tr>
<tr>
<td>MUS115, 116, 215 or MUS117, 118, 217 Private Instruction</td>
<td>3</td>
</tr>
<tr>
<td>Two of the following:</td>
<td></td>
</tr>
<tr>
<td>MUS110, 210, 310 or MUS112, 212, 312 Ensembles</td>
<td>6</td>
</tr>
<tr>
<td>MUS324 Survey of American Popular Music (w)</td>
<td>3</td>
</tr>
<tr>
<td>MUS327 Survey of Music Business</td>
<td>3</td>
</tr>
<tr>
<td>MUS230 Introduction to Sound &amp; Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUP240 The Rhythm Section</td>
<td>3</td>
</tr>
<tr>
<td>MUP321 Musicanship III</td>
<td>3</td>
</tr>
<tr>
<td>MUP351 Music Listening and Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>MUP352 Music Listening and Analysis II</td>
<td>3</td>
</tr>
<tr>
<td>MUP440 Teaching Music</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

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

### MINOR: PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY201 Introduction to Professional Practices (w)</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
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</tr>
<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>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: PUBLIC RELATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<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 Nonprofits</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

### MINOR: REGIONAL STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language I</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language II</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foreign Language I</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foreign Language II</td>
<td>3</td>
</tr>
<tr>
<td>Two courses in related Culture or History courses 200-400 level</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>SOC250 Social Psychology</td>
<td>3</td>
</tr>
<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>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Some courses may have prerequisites. See course description for details.
MINOR: SPORT AND RECREATION MANAGEMENT

LAW260 Legal Issues in Sports & Recreation .................................................. 3 hours
SRM160 Introduction to Sport & Recreation Management .............................. 3 hours
SRM360 Business of Sports (w) ..................................................................... 3 hours
Two of the following: ...................................................................................... 6 hours
   NAT260 Lifetime Fitness and Wellness
   SRM235 Sports Writing for Marketing & Promotions
   SRM291 Recreation and Sport Program Administration
   SRM325 Facility Design and Management

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

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

MINOR: SPORTS WRITING AND PROMOTION

COM212 Introduction to Public Relations (w) .................................................. 3 hours
COM241 Introduction to Mass Communication .............................................. 3 hours
COM320 Argumentation/Persuasion Theory and Practice .............................. 3 hours
COM416 Public Relations Cases, Campaigns and Nonprofits ....................... 3 hours
SRM160 Introduction to Sport and Recreation Management ......................... 3 hours
SRM235 Sport Writing for Marketing and Promotions .................................... 3 hours

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

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

MINOR: THEATRE

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

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

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

MINOR: TERRORISM STUDIES

POL201 Political Geography ......................................................................... 3 hours
ENF212 Concepts of Terrorism ..................................................................... 3 hours
ENF293 Criminology .................................................................................... 3 hours
PSY344 Psychology of Terrorism ................................................................... 3 hours
ENF441 Counterintelligence/Counter-Terrorism .......................................... 3 hours

One of the following: .................................................................................... 3 hours
   CUL210 Comparative Cultures
   SOC360 Multicultural Issues in Society

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

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

BACHELOR-LEVEL CERTIFICATES

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS FOR BACHELOR LEVEL CERTIFICATES

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

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

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

CERTIFICATE: ARABIC STUDIES

ARB101 Elementary Modern Standard Arabic I ............................................. 3 hours
ARB102 Elementary Modern Standard Arabic II .......................................... 3 hours
ARB201 Intermediate Modern Standard Arabic I .......................................... 3 hours
ARB202 Intermediate Modern Standard Arabic II ....................................... 3 hours
CUL312 Middle Eastern Culture ................................................................... 3 hours
HIS312 History of the Middle East (w) ......................................................... 3 hours

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

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

CERTIFICATE: LATIN AMERICAN STUDIES

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

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

Some courses may have prerequisites. See course description for details.
Undergraduate Course Descriptions

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

**FOUNDATION COURSES**

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

**CRS100**
Introduction to College Reading Skills* (3 cr. hours)
This course does not count for credit toward graduation. Students must pass with a 'C' or better and will be allowed to attempt to pass this class two times.
Offered Fall, Spring
Development of skills that are integral to the reading process will be practiced, with particular emphasis on building contextual vocabulary. Other reading skill related topics include recognizing main ideas and important supporting details, drawing literal and inferential conclusions, and identifying patterns of organization.

**ENG100**
Introduction to College Reading and Writing * (3 cr. hours)
Prerequisite: Placement based upon University assessment. This course does not count for credit toward graduation. Students must pass with a 'C' or better and will be allowed to attempt to pass this class two times.
Offered Fall, Spring
This course will provide an in-depth introduction to college writing integrated with college reading, college life, college realities, college expectations, study skills and time management.

**ENG140**
Fundamentals of College Writing* (3 cr. hours)
Prerequisite: ENG100, or placement based on university assessment. Students who have earned credit in ENG141 or ENG142 may not earn credit in ENG140. This course does not count toward graduation. Students must pass with a 'C' or better and will be allowed to attempt to pass this class two times.
Offered Fall, Spring
This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction.

**MAT100**
Foundations of College Mathematics* (3 cr. hours)
This course does not count for credit toward graduation. Students must pass with a 'C' or better and will be allowed to attempt to pass this class two times. Individuals who have earned credit in MAT173 or higher level mathematics may not earn credit in MAT100.
Offered Fall, Spring
An algebraic foundation course covering algebraic expressions, solving linear equations, graphing in the Cartesian plane, and solving algebraic applications.

**MAT173**
College Mathematics* (3 cr. hours)
Prerequisite: MAT100 ('C' or better) or placement. This course does not count for credit toward graduation. Students must pass with a 'C' or better and will be allowed to attempt to pass this class two times.
Offered Fall, Spring
An applied approach to traditional algebra topics including linear equations and inequalities, systems of linear equations, polynomials, factoring, rational expressions, and radical expressions. Emphasis will be placed on application problems.

**FIRST-YEAR STUDIES (FYS)**

**FYS100**
First-Year Seminar (1 or 3 cr. hours)
Offered Fall, Spring
The purpose of this course is to help each new First-Year student make a successful transition from high school to college by building social connections and improving academic preparedness.

**EXP101**
Exploring Your Future (1 cr. hour)
Prerequisite: FYS100
Offered Spring
This course is designed to assist students who are undecided on their major or who are exploring their career options. The course seeks to identify how knowledge, skills, and values are matched to major and career choices. It will expand the student's knowledge of major, occupational, and career opportunities and to find the career path that is the best fit. This is a graded course.
ACC: ACCOUNTING

ACC190, ACC290, ACC390, ACC490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary. May or may not be writing intensive.

ACC201
Survey of Accounting (3 cr. hours)
Prerequisite: MAT174/181/251/275/281
Offered Fall, Spring
An introduction to the fundamentals of accounting from the user's perspective. The primary emphasis is the relationship between cash flow and accrual based income measurement. Includes financial reporting requirements and standards.

ACC210
Analysis of the Accounting Process (3 cr. hours)
Prerequisite: ACC201 ('C' or better); Must pass this course with a 'C' or better to enroll in ACC301.
Offered Fall, Spring
This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision-making.

ACC228
Managerial Accounting (3 cr. hours)
Prerequisite: ACC201
Offered Fall, Spring
This course is designed to provide information to the management student who will be charged with directing and controlling operations from within the organization. Emphasis is placed on corporation reports, statements, schedules, and summaries prepared for the use of management.

ACC231
Computerized Accounting (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIS111, ACC210, ACC228
A comprehensive study of the entire accounting cycle using computerized accounting software (currently Quickbooks).

ACC302
Intermediate Accounting II (3 cr. hours)
Prerequisite: ACC301 ('C' or better)
Offered Spring
Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.

ACC304 (w)
Federal Income Tax (3 cr. hours)
Prerequisite: ACC210; this is a writing intensive course.
Offered Spring
Determination of taxable and nontaxable income, deductions, and tax liability for individuals and corporations. Includes background and objectives of the federal tax system. This is a writing intensive course.

ACC305
Accounting for Decision-Making (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ACC201
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.

ACC313
Cost Accounting I (3 cr. hours)
Prerequisite: ACC228
Offered Fall
A comprehensive study of the cost accounting cycle. Includes job order costing techniques and procedures.

ACC314
Cost Accounting II (3 cr. hours)
Prerequisite: ACC313 ('C' or better)
Offered Spring
Continuation of ACC313. Emphasis is on process and standard costing techniques. Includes cost control and management decision concepts.
ACC: ACCOUNTING

ACC403
Accounting Information Systems (3 cr. hours)
Prerequisites: ACC210, CIS111, Junior standing
Offered Fall
This course lays a foundation for understanding accounting user support, information technology, and business problem solving. The emphasis of this course is the interrelationship between different facets of an accounting information system. A detailed study of both a manual system and a computerized system is included.

ACC404
Auditing (3 cr. hours)
Prerequisite: ACC403
Offered Spring
Presents a basic overall framework of auditing and assurance services including both conceptual and procedural matters. Discusses ethical concepts of the accounting profession.

ACC405
Fraud Examination in Accounting (3 cr. hours)
Prerequisite: ACC403 or concurrent
Offered Fall
Covered in this course are the nature of fraud, and general concepts about fraud detection and prevention. Investigative methods cover several elements of fraud: the theft act, the concealment of fraud, and the conversion of assets taken. Various types of fraud studied include financial statement (management) fraud, fraud against the organization, and consumer fraud.

ACC470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of School Dean or Designee
Provides the student with on-the-job experience in varied aspects of accounting. Hours and work assignments will be arranged on an individual basis.

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

ARB: ARABIC

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

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

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

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

ARB202
Intermediate Modern Standard Arabic II (3 cr. hours)
Prerequisite: ARB201; There will be a lab fee associated with this course.
Offered Spring
Students will continue training in order to develop speaking, reading, and writing skills through a variety of exercises and activities based on the previous 3 terms, new vocabulary, and the introduction of further grammatical structures. These tasks are supported by authentic texts and audio recordings covering a wide range of topics to include history, 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.

ART: ART

ART120
Two-Dimensional Foundations (3 cr. hours)
Offered Fall, Spring
In this hands-on introductory course, students will use two-dimensional media to learn specific techniques for creative problem solving, and methods to increase visual creativity and perception. Students will explore the elements and principles of visual design including (but not limited to) line, shape, color, texture, value, composition and space using graphite, inks, charcoal, and acrylic paint. Students are exposed to the role of two-dimensional art in contemporary society. Problem solving on an individual and group level is stressed.

ART130
3-Dimensional Foundations (3 cr. hours)
Offered Fall, Spring
This hands-on, introductory course will introduce students to the language and experience of 3-dimensional form. Assignments will encourage students to develop concepts, work through ideas, to experiment, and to embrace risks in the design process. Both traditional as well as non-traditional 3-dimensional media will be emphasized. Students are exposed to the role of 3-dimensional concepts as a basis for sculpture, architecture, and industrial design. Problem solving on an individual and group level is stressed.

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

ART201 (w)
Introduction to Art History (3 cr. hours)
Prerequisite: ENG142; this is a writing intensive course.
There will be a lab fee associated with this course.
Offered Fall
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. This is a writing intensive course.

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

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

ART340 (w)
Topics in Art History (3 cr. hours)
Prerequisites: ENG142 earning a ‘C’ or better; this is a writing intensive course.
Offered Spring
Students in this course engage in an in-depth study a specific topic, time period or genre of art history. Topics may include the history of photography, Modern art, American art, or others as determined by the instructor, and will rotate each time the course is offered. Emphasis will be placed on exploring different art historical methodologies, as well as understanding the importance and impact of the course theme on the study of art history as a whole. This is a writing intensive course.

ART391
Independent Study (3 cr. hours)
Prerequisite: MGT 201, and one from ART201, MUS223, or THR222
Offered as needed
Individual directed projects. Requires written approval of the instructor to register for the course.

ART392
Advanced Studio Practice (3 cr. hours)
Prerequisites: One or more from ART101, ART102, ART110, ART120, ART130, COM134, or COM204; this is a writing intensive course.
Offered Spring even numbered years
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.

ART415
Art, Audience and Community (3 cr. hours)
Prerequisites: This course may involve field trips.
Offered Spring odd numbered years
This course is an overview of organizational practices and theory related to audience development in nonprofit arts organizations. Students will examine the different contexts in which we find visual art, including museums, galleries, public art and community-based projects. We will discuss audience participation and the factors determining audience perception, decision-making, and reception of these different art forms. Students will collaborate with the Diane Kidd Gallery during the many phases of an exhibition, including curating, installation, and marketing. The course encourages students to recognize and implement innovative opportunities for reaching target audiences. This course may involve field trips.

ART420
Interactive Digital Design (3 cr. hours)
Prerequisites: ART325, COM134, or by permission of the instructor
Offered Spring even numbered years
This course examines the aesthetic, conceptual, and technical foundations of new media art-making. Students explore the form and space of new media images through a wide variety of materials and media, including creating and editing digital images, audio and video, and embedding multimedia in Web pages. The course emphasizes strategies for idea generation and story-telling on multiple platforms through hands-on production of new media art combined with discussion of its place in contemporary society.

BIO: BIOLOGY

BIO101
Contemporary Biological Problems (3 cr. hours)
Co-requisite: BIO101L
Offered Fall, Spring
An introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life. The following topics will be covered: cells, genetics, evolution, diversity of life, plant and animal structures and functions, and ecology. There is a lab component to this course.

BIO101L
Contemporary Biological Problems Lab (1 cr. hour)
Co-requisite: BIO101; There will be a lab fee associated with this course.
Offered Fall, Spring
This is the mandatory lab component of BIO101, an introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life.
BIO311 (w)
Human Anatomy & Physiology I (3 cr. hours)
Prerequisite: BIO101 and CHM132 or CHM245 Co-requisite: BIO311L; this is a writing intensive course.
Offered Fall
This is an advanced course that will provide an understanding of the human anatomy and how the body functions. This is the first part of a two semester course. It covers the anatomy and physiology of the cell, tissues, skeletal, muscular and nervous systems. The course will cover basic anatomical and directional terminology: fundamental concepts and principles of cell biology, histology; the integumentary system, skeletal: bones and skeletal tissues, muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses. The information will be applied to predict and describe the anatomical and physiological results of disruptions to the normal status of the human body. There is a lab component to this course. This is a writing intensive course.

BIO311L
Human Anatomy & Physiology I Lab (1 cr. hour)
Prerequisite: BIO101 and CHM132 or CHM245
Co-requisite: BIO311
There will be a lab fee associated with this course.
Offered Fall
This course is the lab component of BIO311. It will provide hands-on experience on basic anatomical and directional terminology: fundamental concepts and principles of cell biology, histology; the integumentary system, skeletal: bones and skeletal tissues, muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses.

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

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

BIO333
Genetics (3 cr. hours)
Prerequisites: BIO101 Co-requisite: BIO333L
Offered Fall
This course is an introduction to the concepts of genetics. The course will cover the basic fundamentals of genetics and their applications. It will cover the current principles of heredity including gene structure, function, regulation and gene transfer. Other areas will include DNA technology, genomics, heritable diseases and population genetics, quantitative genetics, and evolutionary genetics. There is a required lab component to this course.

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

BIO345
Cellular and Molecular Biology (3 cr. hours)
Prerequisites: CHM411, BIO373 Co-requisite: BIO345L
Offered Fall
This course is an introduction to cell and molecular biology, which deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. Finally, the course will investigate how genes are maintained or change in a population, potentially resulting in the evolution of entirely new types of living organisms. The relationship of biology to everyday life and human society will also be emphasized throughout the course.
**BIO: BIOLOGY (continued)**

**BIO345L**
Cellular and Molecular Biology Lab (1 cr. hour)

*Co-requisite: BIO345; There will be a lab fee associated with this course.

*Offered Fall*

This course is an introductory course in concepts of cell and molecular biology. It deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. The purpose of the lab is to familiarize students with the different molecular techniques with emphasis on DNA technologies. These techniques are used to interpret how cells function at molecular level of the gene.

**BIO373**
Microbiology (3 cr. hours)

*Prerequisites: BIO333 Co-requisite: BIO373L*

*Offered Spring*

This is an introductory course that will provide an understanding of the key microbiological concepts including the basic characteristics of microorganisms as well as the relationship between microbes, humans and their environment. The course will review the application of these concepts in the identification, prevention and treatment of infectious diseases and will also cover selected topics on microbial agents with emerging trends in microbiology. Throughout the course both harmful and beneficial aspects of microorganisms will be covered. There is a required lab component to this course.

**BIO373L**
Microbiology Lab (1 cr. hour)

*Co-requisite: BIO373; There will be a lab fee associated with this course.

*Offered Spring*

This one credit laboratory component will cover basic techniques in microbiology such as methods of staining and the microscopic, colonial and biochemical identification of microorganisms as well a pure culture techniques.

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**CDS: CYBER DEFENSE**

**CDS315**
Penetration Testing & Vulnerability Analysis (3 cr. hours)

*Prerequisites: CDS152, CIS201*

*Offered Spring*

This course will equip students to evaluate a network to discover potential security vulnerabilities and rectify those issues. Students will learn the most common security mistakes as well as the necessary corrective action, and will be able to probe networks to determine if any of those common vulnerabilities can be exploited. The roles, missions, and appropriate applications of Red Teams and Blue Teams will be discussed.

**CDS334**
Technology and Crime (3 cr. hours)

*Prerequisite: CIS111, JUS110*

*Offered Fall, Spring*

This course is a survey of the use and potential of technology in justice agencies. The use of technology will be examined. Criminological theories related to the cyber-crime typologies will be evaluated.

**CDS341**
Survey of Computer Forensics (3 cr. hours)

*Prerequisite: JUS202, CDS15*

*Offered Fall*

This course will provide the student with an overview of current terms and concepts that form the basis for all computer investigations. A comparative analysis of computer forensics and other criminal forensic sciences will be conducted to provide the student understanding of the forensics field. The student will become familiar with computer hardware, operating systems, programming and networking (including a comprehensive review of internet protocols and routing). The course will conclude with a review of typical computer crimes and common computer intruder methods.

**CDS344**
Information Security (3 cr. hours)

*Prerequisite: CIS111, CDS152*

*Offered Spring*

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.
CDS: CYBER DEFENSE (continued)

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

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

CDS356 (w)
Malware Analysis (3 cr. hours)
Prerequisites: CDS152 and CIS201; this is a writing intensive course.
Offered Fall
Malware (virus, worms, rootkits, spam, etc.) represents an increasing information security threat to computer systems and networks. Students will review software engineering design fundamentals and reverse engineering techniques used to conduct static and dynamic forensic analysis on computer systems and networks on multiple platforms, such as Windows and Linux. This is a writing intensive course.

CDS435
Advanced Digital Forensics (3 cr. hours)
Prerequisite: CDS341
Offered Fall
This course will discuss advanced digital forensics, evidence, and case preparation. Concepts will include Access Data’s Forensic Tool Kit (FTK). E-Discovery and courtroom testimony will be discussed and demonstrated. Students will learn about the importance of forensic principles, legal considerations, digital evidence controls, and documentation of forensic procedures. This course will incorporate demonstrations and laboratory exercises to reinforce practical applications of course instruction.

CDS445
Cyber Warfare (3 cr. hours)
Prerequisites: CDS315, CDS344, and CDS345
Offered Spring
This course explores the past, current, and future threats of information warfare and cyber terrorism. It provides an overview of information warfare and cyber terrorism techniques and capabilities of state and non-state actors through case study analysis. An exploration of current and future technology and development of information warfare and cyber terrorism techniques is utilized to develop future threat matrices and countermeasures.

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

CHM: CHEMISTRY

CHM131
General Chemistry I (3 cr. hours)
Prerequisite: MAT174/181 Co-requisite: CHM131L
Offered Fall
A first semester course in general chemistry. Topics covered include molecular theory, atomic structure, gasses, aqueous solutions, thermo-chemistry, bonding, and molecular geometry. Lab required.

CHM131L
General Chemistry I Lab (1 cr. hour)
Co-requisite: CHM131; A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. There will be a lab fee associated with this course.
Offered Fall
This course is a general introduction to experimental chemistry including safety in a lab environment, general lab skills, Calorimetry, electrochemistry, and other analytical concepts. The course will also address physical and chemical properties of substances and chemical reactions.
CHM132
General Chemistry II (3 cr. hours)
Prerequisite: CHM131, earning a ‘C’ or better; Co-requisite: CHM132L.
Offered Spring
This second semester course includes topics on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry. Lab required.

CHM132L
General Chemistry II Lab (1 cr. hour)
Co-requisite: CHM132; A lab is required for the corresponding course unless a lab was previously completed with a grade of ‘C’ or better. There will be a lab fee associated with this course.
Offered Spring
This second semester course includes lab processes on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry.

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

CHM245
General Organic and Biological Chemistry (3 cr. hours)
Offered Fall
This course will serve as an introduction into the basic concepts of organic chemistry and how they relate to biological functions. It will serve as the introductory chemistry course requirement for the Bachelor of Exercise Science degree. The student will be expected to learn and apply general chemistry concepts.

CHM331
Organic Chemistry I (3 cr. hours)
Prerequisite: CHM132 or CHM245, earning a ‘C’ or better Co-requisite: CHM331L.
Offered Fall
The study of organic chemistry including the structure and nomenclature of organic compounds. Topics will consider both the theoretical and experimental approaches to organic compounds. Lab required.

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

CHM332
Organic Chemistry II (3 cr. hours)
Prerequisites: CHM331 Co-requisite: CHM332L
Offered Spring
This second semester course in organic chemistry which includes topics on reaction types, physical properties, stereochemistry and the different methods of analyzing organic compounds. It will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

CHM332L
Organic Chemistry II Lab (1 cr. hour)
Co-requisite: CHM332; A lab is required for the corresponding course unless a lab was previously completed with a grade of ‘C’ or better. There will be a lab fee associated with this course.
Offered Spring
A one-semester course in organic chemistry Lab. The course will serve as a supplemental course to the CHM332 lecture and it will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. Topics include stereochemistry and how it impacts physical and chemical properties, spectroscopy and details about organic chemical reactions. The student will be expected to apply concepts learned during the lecture course.

CHM370
Scientific Research Design (3 cr. hours)
Prerequisites: CHM132 and CHM132L
Offered Fall
A one-semester course in Scientific Research Design. The course will serve as a basis for understanding all of the aspects of research and research proposals. This course will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. The student will learn the history of large and small scale research projects, the creativity behind them, how to get them funded and the legal aspects of protecting the novel ideas and approaches that may be developed during the life of the research. Students will learn how to write a research proposal, how to write a patent to protect their idea, and their semester will culminate by presenting their idea to the class and to the legal and investor community.
CHM: CHEMISTRY (continued)

CHM381
Quantitative Analysis (3 cr. hours)
Prerequisites: CHM32 Co-requisite: CHM381L
Offered Fall
This course will serve as an introduction to the basic concepts of analytical techniques. Students will be expected to apply concepts learned in General Chemistry. The techniques and skills developed in the required lab will be essential for CHM481.

CHM381L
Quantitative Lab (1 cr. hour)
Co-requisite: CHM381; A lab is required for the corresponding course unless a lab was previously completed with a grade of ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall
A one-semester course in quantitative analysis lab. The course will serve as a supplement to the lecture course. The basic concepts of analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree, and for the Forensic Science degree. The student will be expected to apply concepts learned in the lecture in the experiments. The lecture will accompany the course and is required. The techniques and skills developed in the laboratory will be essential for CHM 481.

CHM411
Biochemistry (3 cr. hours)
Prerequisites: BIO101, earning a ‘C’ or better, BIO311 with lab, and CHM332; There is no laboratory requirement.
Offered Spring
This course will serve as an introduction into the basic concepts of biochemistry. This includes the study of principal types of biochemical compounds, nature of reactions taking place in plant and animal tissue and functions of enzymes, carbohydrates, lipids and nucleotides in the metabolic control of these processes. The student will be expected to apply concepts learned in biology and chemistry. There is no laboratory requirement.

CHM435
Inorganic Chemistry (3 cr. hours)
Prerequisites: CHM132 and CHM132L, earning a ‘C’ or better Co-requisite: CHM435L
Offered Fall
This course will serve as an introduction to the basic concepts of analytical techniques. Students will be expected to apply concepts learned in General Chemistry. The techniques and skills developed in the required lab will be essential for CHM481.

CHM435L
Inorganic Chemistry Lab (1 cr. hour)
Prerequisites: CHM132 and CHM132L, earning a ‘C’ or better Co-requisite: CHM435
Offered Fall
This laboratory course includes laboratory exercises in the preparation and purification of inorganic compounds utilizing modern synthetic techniques and equipment. Characterization of inorganic compounds will be performed by modern spectroscopic techniques such as nuclear magnetic resonance, UV-vis, infrared, and magnetic susceptibility.

CHM450
Physical Chemistry (3 cr. hours)
Prerequisites: MAT381, CHM381 and CHM381L Co-requisite: CHM450L
Offered Spring
The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made.

CHM450L
Physical Chemistry Lab (1 cr. hour)
Prerequisites: MAT381, CHM381 and CHM381L Co-requisite: CHM450
Offered Spring
The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made. Laboratory experience with modern instrumentation in performing physical and analytical chemistry experiments, practice scientific writing.

CHM481
Instrumental Analysis (3 cr. hours)
Prerequisites: CHM381 Co-requisite: CHM481L
Offered Spring
This course will serve as a complement to the Quantitative Analysis course. The course focuses on the analytical techniques that use instrumentation that is most generally found in the laboratories today. Students will be expected to apply concepts learned in Quantitative Analysis and General Chemistry Lab required.
**CHM: CHEMISTRY (continued)**

**CHM481L**

Instrumental Analysis Lab (1 cr. hour)

Co-requisite: CHM481; A lab is required for the corresponding course unless a lab was previously completed with a grade of ‘C’ or better. There will be a lab fee associated with this course.

**Offered Spring**

A one-semester lab course in instrumental analysis lab. The course will serve as a required addition to the lecture course with introduction into the many of the specific types of instruments and analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

**CIS: COMPUTER INFORMATION SYSTEMS**

**CIS111**

Information Systems & Applications (3 cr. hours)

**Offered Fall, Spring**

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

**CIS190, CIS290, CIS390, CIS490**

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

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

**CIS201**

Programming (3 cr. hours)

Prerequisite: CIS111 and one of MAT174/181/273/275/281

**Offered Fall**

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

**CIS212 (w)**

Systems Analysis and Design (3 cr. hours)

Prerequisite: CIS201; this is a writing intensive course.

**Offered Spring**

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

**CIS255**

Internet and Website Development (3 cr. hours)

Prerequisite: CIS201 or concurrent (waived for Arts Administration majors only)

**Offered Fall**

Topics covered are the Internet and its parts such as the World Wide Web and website development. The student will learn to create websites using current tools such as SharePoint, Notepad++, and Dreamweaver along with languages such as HTML, JavaScript, and CSS for the Internet, intranets and extranets.

**CIS312 (w)**

Information Systems for Managers (3 cr. hours)

Prerequisites: CIS111, MGT201, and Junior standing; this is a writing intensive course.

**Offered Spring**

Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.

**CIS315**

Database Design and Applications I (3 cr. hours)

Prerequisite: CIS111

**Offered Fall even numbered years**

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.

**CIS316**

Database Design and Applications II (3 cr. hours)

Prerequisite: CIS315

**Offered Spring odd numbered years**

This course expands the student’s understanding of the fundamentals introduced in Database Design and Applications I (CIS315) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and data manipulation languages such as Structured Query Language (SQL) and Visual Basic (VB) are covered.

**CIS355**

Spreadsheet Applications for Decision Making (3 cr. hours)

Prerequisites: CIS111 and MAT174/181

**Offered Spring**

This course focuses on the use of spreadsheet applications as a tool for decision-making. Included are topics such as design and management of spreadsheets and templates, and the use of built-in functions. Organizational uses in the areas of accounting, finance, marketing, human resources are discussed.
CIS: COMPUTER INFORMATION SYSTEMS

(continued)

CIS411
Microsoft Office Mastery (3 cr. hours)
Prerequisite: CIS111, CIS315 and CIS355
Offered Fall
On completion of the course students should be professional Office applications users prepared to sit and pass the MOS Specialist examinations in the Word, Excel, PowerPoint, and Access or Outlook products. Microsoft designed the MOS certification to demonstrate a broad yet detailed knowledge of the applications in the Office Suite. Topics may include creating advanced templates and forms in Word; working with filters, pivot tables and maps in Excel; editing macros in Excel; building relational databases in Access and customizing forms and reports; preparing and publishing professional presentations in PowerPoint; publishing to and sharing results on the web and intranet; integrating all the office applications; and scheduling resources with Outlook.

CIS412
IT Project Management (3 cr. hours)
Prerequisite: CIS111
Offered Spring
This course is mainly designed to prepare IT project managers with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed from inception to post implementation review.

CIS450
Current Trends in Programming (3 cr. hours)
Prerequisite: CIS201 and Junior standing
Offered Fall
This course explores the latest programming methodologies, particularly the newest web-based programming languages in use today. This may include projects such as programming mobile applications in Java.

CIS470
Internship I (3 cr. hours)
Prerequisite: Junior standing and permission of School Dean or Designee
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.

CIS480
Senior Seminar (3 cr. hours)
Prerequisite: Senior standing, majoring in CIS
Involves selecting a project, systems study, data input and output planning, flowcharting, programming, and testing of the project. A formal oral presentation of the project is required. A team approach is typically utilized.

CIT: COMPUTER INFORMATION TECHNOLOGY

CIT155
Operating Systems (3 cr. hours)
Prerequisite: CIS111
Offered Spring
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.

CIT320
Computer Architecture and Diagnostics (Technology Lab) (3 cr. hours)
Prerequisite: CIS111
Offered Spring even numbered years
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.

CIT340
Green Computing (3 cr. hours)
Prerequisite: CIS111, earning a ‘C’ or better; and CIS155, CIT155 or CIS255
Students in this course will be introduced to Green Computing (aka, sustainable computing) which is broadly defined as the reduction in the overall carbon footprint (emissions) of computing and communication infrastructure by using energy efficient design and operations. Technical issues in high-performance green computing that span the spectrum from green infrastructure (energy-efficient buildings, intelligent cooling systems, green/renewable power sources) to green hardware (multi-core computing systems, energy-efficient server design, energy-efficient solid-state storage) to green software and applications (parallelizing computational science algorithms to run on modern energy efficient multi-core clusters) will be examined.
CIT: COMPUTER INFORMATION TECHNOLOGY (continued)

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

CIT361
Network Management and Administration (3 cr. hours)
Prerequisites: CIS155, CIT155 or ITS120 and MAT174 or MAT181
Offered Fall
This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.

CIT362
Telecommunications and Networking (Technology Lab) (3 cr. hours)
Prerequisites: CIS212 and CIS361 or CIT361
Offered Spring odd numbered years
More advanced topics in networking and telecommunications will be explored including message-passing, communication between processes and parallel processing.

COM: COMMUNICATION

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

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

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

COM212 (w)
Introduction to Public Relations (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Fall
Survey of the theory, philosophy, and function of public relations practices and programs in American institutions with special attention given to public relations in various fields. This is a writing intensive course.

COM218 (w)
News Writing (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Fall
This course covers methods of gathering and evaluating news and writing typical news stories. Practice work covering assignments and preparing copy. This is a writing intensive course.

COM241
Introduction to Mass Communication (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Fall odd numbered years
A survey course examining the various media (i.e., newspaper, radio, television, film, etc.) comprising the mass media in contemporary American society. Emphasis is given to the history, structure, and potential effects of each medium.

COM300 (w)
Communications Research Methods and Information Sources (3 cr. hours)
Prerequisite: COM130 and MAT273; this is a writing intensive course.
Offered Spring
This is an introductory research methods course for all Communication majors. It is designed to teach students search strategies in mass communication that will help them identify primary and secondary sources that match information needs and to use this information for responsible media decision-making. Students will learn how to gain access to these sources and retrieve information through a variety of approaches, including using electronic data bases. Students will design a final project that emphasizes the computer-assisted research methods learned throughout the course. This is a writing intensive course.
COM310
Human, Interpersonal and Small Group Communications (3 cr. hours)
Prerequisite: COM130
Offered Fall odd numbered years
This course explores 3 related disciplines of communication as they pertain to the basic process of human interaction, both interpersonally and in small groups. Students will survey some of the main theories of human communication, including those that explain the processes involved in dyadic relationships, self-disclosure and listening. These principles will be integrated into larger communication contexts in order to understand how decision-making and problem solving occur in small groups.

COM318 (w)
Feature Writing (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Spring odd numbered years
This course prepares the student for newspaper features and special articles for general circulation magazines, business, and trade journal sources, materials, markets, and other factors pertinent to nonfiction writing. Students will analyze and write a variety of types of feature stories. This is a writing intensive course.

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

COM324 (w)
Communicating Across Cultures (3 cr. hours)
This is a writing intensive course.
Offered Fall even numbered years
Introduction to the study of cultural and intercultural theory and behavior, discussion of various culturally specific patterns of communication. This is a writing intensive course.

COM329 (w)
Writing for Electronic Media (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Spring even numbered years
Introduction to writing styles and techniques used in electronic media. Includes creating copy for advertising, promotion, and news, and scripts for media programs. This is a writing intensive course.

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

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

COM341 (w)
Political Communication (3 cr. hours)
This is a writing intensive course.
Offered Fall odd numbered years
Examination of how interpersonal, group, and mass communication processes intersect political processes. A focus on the ways communication constructs political expectations and practice. This is a writing intensive course.

COM350
Elements of News Production (3 cr. hours)
Prerequisites: ENG141 and COM218 or COM329
Offered Fall
This course introduces students to news production techniques through participation as a staff member of the student newspaper. Students will explore reporting and writing news stories, photojournalism, copy editing, and layout and design of the newspaper in a multimedia format, using print and electronic platforms. Students will have the opportunity to create a portfolio of their work as well as learn transferable skills for a variety of employment settings. In addition, this course gives students the opportunity to learn problem-solving skills individually and in a group setting.

COM410 (w)
Advanced Reporting (3 cr. hours)
Prerequisite: COM218; this is a writing intensive course.
Offered Spring even numbered years
The purpose of this course is to give students training in news reporting and gathering methods. Course is a continuation of 218 and will give students further instruction in news story development and writing, as well as interviewing and note taking skills, as students pursue their own news stories. Students will be required to produce several, in-depth news stories and will explore Computer-Assisted Reporting methods. This is a writing intensive course.
COM414
Crisis and Risk Communication (3 cr. hours)
Prerequisites: Senior standing and permission of School Dean or Designee
Offered Spring as needed
This course explores crisis and risk communication in the context of recent national and global events and through case studies of corporate, organizational and individual crises. Students will learn how to communicate with the public prior to a potential event and how to react to crisis situations. From natural disasters to intentional tragedies, public health emergencies, accidents, product recalls and financial crises, different situations and audiences require different approaches for communicating with stakeholders and the public. This course will help students become aware of ways to respond credibly, effectively and ethically.

COM416
Public Relations Cases, Campaigns and Nonprofits (3 cr. hours)
Prerequisite: COM130
Offered Fall odd numbered years
This course covers the theory and practice of producing the public relations material used in campaigns to promote and interpret personal, institutional and organizational objectives and activities. This will include an exploration of the challenges nonprofit organizations face in analyzing and executing public relations strategies to achieve organizational goals and objectives. Students will work with a client in researching and apply problem-solving techniques to an actual case for a major project.

COM438 (w)
History and Tradition of American Journalism (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Spring even numbered years
This course explores the cultural, intellectual and social history of journalism in America: the impact of new technologies for gathering and disseminating news, popular expectations about the duties and uses of the press and the business of journalism. Examines the press’ role in war, reform movements, political exercises, and other historic events. This is a writing intensive course.

COM441
Organizational Communication and Conflict Resolution (3 cr. hours)
Prerequisite: COM130 (or COM241 for DCP)
Offered Spring odd numbered years
This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based, the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the course, students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.

COM450 (w)
Critical Analysis of Mass Media (3 cr. hours)
Prerequisite: ENG141 and COM241; this is a writing intensive course.
Offered Spring odd numbered years
This course provides an introduction to and application of media ethics and critical theory approaches to mass media. Issues may include globalization, identity, power, consumerism, ideology and hegemony in contemporary media. This is a writing intensive course.

COR120
Correctional Thought and Practice (3 cr. hours)
Prerequisite: JUS110
An in-depth analysis of correctional alternatives available for the treatment of the offender. Emphasis will focus on the traditional correctional facilities as well as probation, parole, and community corrections alternatives.

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

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

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

COR245
Probation, Parole, and Community Corrections (3 cr. hours)
Prerequisite: COR120
Offered Fall
Course is designed to address the two common options to the imprisonment of a convicted offender. Theoretical approaches regarding the philosophical as well as the practical aspects of these alternatives are considered.

COR320
Correctional Thought and Procedures (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: JUS110
Course considers the social, economic, and political consequences of crime and punishment from a number of critical perspectives. These perspectives enable adult learners to understand the causal relationships between various social factors.

COR336
Constitutional Rights of Prisoners (3 cr. hours)
Prerequisite: JUS202
Offered Spring
An in-depth study of the wide range of court decisions that have had an effect on the offender. Concentrates on due process in the institutions, parole and probation hearings, and classification procedures.

COR420
Agency Management (3 cr. hours)
Prerequisites: Senior standing
Offered Spring
This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.

CSL: COUNSELING

CSL310
Introduction to Addiction Theory and Practice (3 cr. hours)
Prerequisite: PSY101
Offered Fall
This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

CSL320
Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)
Prerequisite: CSL310 or permission from instructor
Offered Fall
This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

CSL425
Group Process and Techniques Working with Addicted Populations and Disordered Populations (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Fall
This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

CSL430
Cultural Competence in Counseling (3 cr. hours)
Prerequisite: CSL320 or permission from instructor (Corrections, Psychology, or Forensic Psychology majors may substitute SOC360 Multicultural Issues in Society for CSL430)
Offered Spring
Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus of on the attitudes, knowledge and skills required for cultural competence.
CSL: COUNSELING (continued)

CSL435
Assessment & Diagnosis of Addictive & Behavioral Health Problems (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Spring
Course examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. It also provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems in order to determine the most appropriate initial course of action given the client’s needs, characteristics and available resources. Finally, it provides significant opportunity for hands-on practice in documentation and ethical decision-making.

CSL440
Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)
Prerequisite: CSL435 or permission from instructor
Offered Spring
This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. This course provides significant opportunity for in case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

CSL445
Theory and Practice of Relationship Counseling in Addictions & Behavioral Health (3 cr. hours)
Prerequisite: CSL320 or permission from instructor
Offered Fall
Course is an introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

CUL: CULTURAL STUDIES

CUL190, CUL290, CUL390, CUL490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

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

CUL220
Religions of the World (3 cr. hours)
Prerequisite: ENG141
Offered Fall
A survey of the prominent religions that influence the lives of people around the world.

CUL250
World Cultural Geography (3 cr. hours)
Prerequisite: ENG141
Offered Fall even numbered years
This course exposes students to cultural variation found around the world. It will investigate changes in populations, human migratory patterns, language, religion, social customs, economic systems, and cultural interaction.

CUL300 (w)
Our Cultural Heritage (3 cr. hours)
Prerequisite: ENG142; this is a writing intensive course.
Offered Spring
Through an interdisciplinary approach, the student comes to understand the influence of cultural backgrounds on modern humanity. Topic areas vary. This is a writing intensive course.

CUL312
Middle Eastern Cultures (3 cr. hours)
Prerequisites: ENG142, one HIS course, and Junior standing
Offered Spring even numbered years
This is a survey course of Islamic cultures around the world with emphasis on Arab Islamic culture. The course includes study of the religion itself, the accommodations made in various countries to local customs/conditions and comparisons among them. It also addresses the similarities/differences between Western culture and Muslim culture, including legal systems, church/state relationships and core values.

CUL313
East Asian Cultures (3 cr. hours)
Prerequisites: ENG141
Spring as needed
This course is an in-depth study of the geography, social mores, and religious beliefs of the people who make up the region known as East Asia.
CUL: CULTURAL STUDIES (continued)

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

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

CUL375
Exploring America’s Historical Cities (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better. Students must be able to travel to the city being studied to earn credit. Cities studied in a regular rotation are New Orleans (Spring Semester, Even Years and students MUST be 21 years of age or older) and Boston (Fall Semester, Even Years). Other cities include Savanna, GA, Gettysburg and other Civil War battlefields, Chicago, IL, and Washington, D.C. Course fee $1,000 - $1,200
Offered Fall, Spring
In the same tradition as our Education Abroad programs, a domestic program of studying away from the Tiffin Main Campus will benefit students who have not experienced the diversity of American culture. Each semester, the class will examine the culture, literature, music, cuisine, history, geography, and environment of the city under study. Students will meet weekly for classroom study for the first half of the semester, prior to the actual exploration of the city, which will take place during the week of Spring or Fall Break and, with a final paper, be the culmination of the course.

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

CUL428
Issues of Dying and Death (3 cr. hours)
Prerequisites: Any 300 level HCA
Issues of Dying and Death addresses all aspects of dying and death one may experience and must contemplate while working within the healthcare industry. Dying and death is addressed from a psychological, social and physical perspective for all ages. Students are exposed to various theories and models concerning both human development and grief.

CUL441
Latin American Culture (3 cr. hours)
Prerequisite: None for general student population, HIS341 for Latin American Studies Minor
This course is designed to provide a study of Latin American cultures around the world; geography and linguistic differences between the Spanish speaking world. This course is taught in English and is open to the entire student body. Students will explore Latin American culture through the study of art, film, history, and food. Students will be given opportunities to discuss lessons in conversation.

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

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

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

**ECO: ECONOMICS**

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

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

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

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

**ECO420**
Money and Banking (3 cr. hours)
Prerequisite: ECO221
Offered Spring
In-depth examination of the role money and financial institutions play in a market economy, focusing on the Federal Reserve System, monetary policy, and current issues in money and banking.

**ECO422**
Managerial Economics (3 cr. hours)
Prerequisite: ECO222
Offered Spring
The study of the application of economics concepts and principles to management decision-making. Emphasis is placed on the firm’s use of limited information in an uncertain environment.

**ECO424**
Global Trade (3 cr. hours)
Prerequisite: ECO222
Offered Fall
A study of international trade and the geographical, economic, and nationalistic characteristics that challenge the firm embarking upon global trade. Our focus is on the multinational corporation (MNC), or global business, pursuing trade in a very dynamic world economy “guided/influenced” by national and regional political and economic considerations.

**ENF: LAW ENFORCEMENT**

**ENF150**
Police and Society (3 cr. hours)
Prerequisite: JUS110
Offered Fall, Spring
A study of the various response methodologies available to the patrol officer in assisting the citizen’s request for police service. Discusses traffic enforcement from the stop of the violator through traffic accident investigation.
ENF: LAW ENFORCEMENT (continued)

ENF154
Homeland Security Overview (3 cr. hours)
Offered Fall, Spring
The course presents an introduction to the public and private sector dimensions of the theory and practice of homeland security at the national, regional, state and local level. The perspective will include an overview of the administrative, legislative, and operational elements of homeland security programs and processes, including a review of homeland security history, policies, and programs. The student will examine, in general, terrorism and the intelligence issues that support homeland security operations.

ENF160
Crime Prevention (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: JUS110
An examination of crime prevention and security programming responding to commercial, retail, industrial, and governmental proprietary needs. Review of physical, personnel, and informational security.

ENF190, ENF290, ENF390, ENF490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

ENF212
Concepts of Terrorism (3 cr. hours)
Prerequisites: ENG141 and ENF154
Offered Fall, Spring
This course provides an introduction into the theories explaining terrorist behavior. It will examine the questions of what constitutes terrorism, terrorist groups, and what economic, social, religious and other issues lead to the conduct of groups like al Qaeda. Additionally, students will be required to think critically about how terrorist groups form, what makes them disband, and how knowledge is transferred among groups and group members. Further, it will cover the history and development of the term “terrorism” and the development of modern terrorism in practice.

ENF239
Applied Criminal Investigation and Criminalistics (3 cr. hours)
Prerequisite: JUS202
Offered Fall, Spring
Emphasis on the investigation of specific crimes including, but not limited to, homicide, sexual assault, aggravated assault, robbery, burglary, theft, auto theft and arson. Students will be required to investigate a “mock” crime scene, collect and analyze evidence obtained and present their investigation in a “moot” court.

ENF240
Critical Infrastructure Protection (3 cr. hours)
Prerequisite: ENF154
Offered Spring
This course provides a broad perspective of the Critical Infrastructure Protection (CIP) effort in the United States. The overall mission of CIP is to protect and ensure the continuity of the critical infrastructure of the US that is essential to the nation’s security, public health and safety, economic vitality, and way of life against debilitating disruption or destruction from man-made or natural incidents. Students will explore the importance of the National Infrastructure Protection Plan, the eighteen critical infrastructure sectors and their related challenges for protection.

ENF245
Emergency Organization and Management (3 cr. hours)
Offered Fall, Spring
Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.

ENF293 (w)
Criminology (3 cr. hours)
This is a writing intensive course.
Offered Fall, Spring
This course provides an introduction to the subject of criminology. Criminology is the study of both criminal behavior and crime itself, and as such, is one of the foundational courses for criminal justice. It explores the different schools of criminological thought, the different eras of criminology research and the theories proposed for crime and criminal motivation. Additionally, there is an emphasis on the development of the history of criminology as the basis for our justice system today. This is a writing intensive course.

ENF317
Introduction to CJ Leadership (3 cr. hours)
Offered through Online & Off-Campus programs only
This course introduces students to the leadership process by examining the concepts and theories of leadership in order to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership. Aspects of leadership will have a criminal justice focus.
ENF: LAW ENFORCEMENT (continued)

ENF320
Advanced Criminalistics (3 cr. hours)
Prerequisites: FSC115 and ENF239
This course focuses on crime scene investigative processes, methods, and procedures. It expands on the topics covered in FSC115 and ENF239. It offers the student the opportunity to apply scientific theory in a practical setting. Topics include the role of the first responder to the crime scene, methodologies to approaching the crime scene, crime scene analysis, a thorough overview of the gamut of physical evidence including blood and biological, impression, fingerprint, firearm, drug, digital, tool mark, and trace evidence. Additionally, this course offers familiarization with specialized investigations including death, arson, mass fatalities, and sex crimes investigations. It is designed with the duties of the field criminalist in mind.

ENF323
Issues in Law Enforcement (3 cr. hours)
Offered through Online & Off-Campus programs only
This course examines decision making in the criminal justice system in the United States. This course is designed to provide the student with a detailed comprehension of how criminal justice professionals make decisions in a multi-faceted civil framework of existence. This course further examines criminal justice decision makers on what they do, the problems they face, and the many reforms and innovations they must evolve into.

ENF335
Law Enforcement Supervision (3 cr. hours)
Prerequisite: JUS110
Offered Fall, Spring
A study of management theories and their impact on law enforcement agencies. Topics include, but are not limited to, agency structure, management of personnel, fiscal management, and civil and criminal liabilities for police personnel.

ENF355
Forensic Investigation of Sex Crimes (3 cr. hours)
This course presents a detailed overview of the responsibilities of a sex crimes investigator including information regarding victim's issues, legal issues, search and seizure issues as well as mechanics of a sexual assault investigation, and secondary traumatic stress syndrome. This course will also examine different types of offenders and specific issues unique to sex crimes investigations.

ENF393
Criminal Nature (3 cr. hours)
Offered through Online & Off-Campus programs only
An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior. Topics will include social pathology, traditional crime and criminals, and emergent criminal activities such as computer-assisted crime. An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior and the study of social institutions and their influence on labeling and labeling behavior.

ENF400
Comparative Criminal Justice Systems (3 cr. hours)
Prerequisite: JUS361
Offered Fall, Spring
Study of national and international criminal justice systems with emphasis on law enforcement. The historical, cultural, and operational similarities and differences will be explored. Contemporary research relating to law enforcement, adjudicative, and correctional systems will be considered.

ENF432
Death Investigation (3 cr. hours)
Prerequisite: ENF320
This course examines the many facets of properly investigating death and addresses the investigator's role in the process. Topics include first responder responsibilities, autopsy and laboratory capabilities, crime scene preservation, common mistakes made in death investigations, legal considerations, and exploration of the various methods of death including homicide, suicide, accidental, natural, and undetermined. Conceptualizing and applying the investigative process to the uniqueness of death investigations is a central theme of this course.

ENF441
Counterintelligence/Counter-terrorism (3 cr. hours)
Offered Fall, Spring
This course addresses the issues of counterintelligence and counter-terrorism (covert information modification and planned preemptive responses). This course will provide an explanation of these two different tactical operational modalities. The interconnectivity of these two separate operational fields will be examined to determine their structural relationship in combating an enemy threat. Additionally, this course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign-based operatives providing security to U.S. domestic security interests. Lastly, this course will examine the use of technology and human intelligence in their application regarding counterintelligence.
ENF: LAW ENFORCEMENT (continued)

ENF450
Crime Analysis (3 cr. hours)
Prerequisite: Senior standing
Offered Fall, Spring
An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units, and will focus on methods of how to collect, collate, analyze, and employ crime data 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.

ENF460 (w)
Evidence Processing (4 cr. hours)
Prerequisite: ENF239 and Senior standing for Criminal Justice Majors. None required for BS in Forensic Science; this is a writing intensive course.
Offered Fall, Spring
This course represents a capstone experience for the Forensic Science major. Students will explore the total evidence spectrum from discovery and collection of evidence through presenting courtroom testimony. The class will combine classroom and laboratory instruction and culminate with a field experience. Topics to be covered include evidence collection, legal rules of evidence, the chain of evidence, the collection, processing and preservation of evidence, analysis and preparation of evidence, and presentation of courtroom testimony. This is a writing intensive course.

ENG: ENGLISH

Courses designated with a (w) are writing intensive and those with a (L) may be used to meet the General Education Literature requirement.

ENG141
Rhetoric and Introductory Research Writing (3 cr. hours)
Prerequisite: ENG140, earning a ‘C’ or better or Placement; Students must receive a grade of ‘C’ or better to enroll in ENG142.
Offered Fall, Spring
This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (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.

ENG142 (w)
Writing, Research and Literature (3 cr. hours)
Prerequisite: ENG141, earning a ‘C’ or better; Students must receive a grade of ‘C’ or better to receive credit toward graduation and to enroll in courses for which it is a prerequisite. This is a writing intensive course.
Offered Fall, Spring
This course 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. This is a writing intensive course.

ENG190, 290, 390, 490 (w)
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses; this is a writing intensive course.
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. This is a writing intensive course.

ENG221
History of the English Language (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better
Offered Spring odd numbered years
This course studies language and writing with a special emphasis on the history and evolution of English from its origins in Old English through Middle English to Modern English. It may look at British English, American English, and World Englishes and how words are adopted into the language and adapted to meet new needs. Students will study the English language as an ever-growing, ever-changing phenomenon.

ENG223
Advanced Grammar (3 cr. hours)
Prerequisite: ENG141, earning a ‘C’ or better
Offered Spring even numbered years
This course is an in-depth study of modern English grammar that blends descriptive and prescriptive approaches. It emphasizes the distinction between grammatical form and function and the recognition of basic patterns underlying complex sentences, and it stresses the rhetorical value of competency in sentence-level grammar.
ENG242 (w) (L)  
Short Story Interpretation (3 cr. hours)  
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.  
Offered Fall even numbered years  
The course examines the short story as a literary genre. Students will read a wide range of stories from around the world and from different time frames. Emphasis is given to an understanding and critical appreciation of the structure and function of the short story. This is a writing intensive course. Meets literature requirement for graduation.

ENG245  
Technical Writing (3 cr. hours)  
Prerequisite: ENG141, earning a ‘C’ or better  
Offered Spring  
This course will explore the principles and procedures of technical writing beginning with the task of analyzing audience and determining purpose. Students will also develop strategies and techniques for organizing information, integrating graphics, and producing specialized texts relevant to the scientific, technical, and law enforcement fields. This course also covers strategies for reading technical and functional texts.

ENG251 (w)  
Creative Writing I (3 cr. hours)  
Prerequisite: ENG142, earning a ‘C’ or better; Creative Writing courses can be taken out of sequence. This is a writing intensive course.  
An introductory creative writing course that encourages and develops a student's freelance abilities in the communicative arts. Students will write and critique their own material and that of classmates and professional writers in three genres (short story, poetry, essay). Students will learn to tactfully criticize, edit, and help fellow writers. Completion of a portfolio of original work with a minimum of three short stories, six poems, and one academic piece, or other equivalent combination of material will be required. This is a writing intensive course.

ENG252 (w)  
Creative Writing II: Short Story (3 cr. hours)  
Prerequisite: ENG142, earning a ‘C’ or better; Creative Writing courses can be taken out of sequence. This is a writing intensive course.  
An introductory creative writing course that encourages and develops the student's short story writing skills. Students will write portfolios of original work with a minimum of four short stories and participate in classroom discussion demonstrating modern critical thought with the goal of development and improvement. This is a writing intensive course.

ENG253 (w)  
Creative Writing III: Poetry (3 cr. hours)  
Prerequisite: ENG142, earning a ‘C’ or better; Creative Writing courses can be taken out of sequence. This is a writing intensive course.  
An introductory creative writing course that encourages and develops the student's skill in writing and understanding different forms of poetry, with an emphasis on formal verse. One half of the semester will be spent in the study of a variety of metrical and rhyme patterns, and the second half of the semester will be spent employing these patterns in both western and foreign verse forms. Students will write portfolios of original work with a minimum of eight to ten original poems with an introduction. This is a writing intensive course.

ENG254 (w)  
Creative Writing IV: Creative Nonfiction (3 cr. hours)  
Prerequisite: ENG142, earning a ‘C’ or better; Creative Writing courses can be taken out of sequence. This is a writing intensive course.  
An introductory creative writing course that encourages and develops a student's freelance abilities in the area of creative nonfiction. Memoir, autobiography, creative and satirical essays, new journalism, magazine, and other styles of nonfiction writing will be explored. Samples of the different genres will be analyzed. Creative writing techniques will be applied to nonfiction subject. Students will criticize their own and each other’s material in light of modern critical thought and development. This is a writing intensive course.

ENG255  
Business Writing (3 cr. hours)  
Prerequisite: ENG141, earning a ‘C’ or better  
Offered Fall  
This introductory course prepares students for reading, writing, and communicating in the professional environment by exposing students to the specialized vocabulary and categories of written and verbal communication that are common to numerous professional fields, through the examination and composition of documents common to numerous professions.

ENG256  
Editing (3 cr. 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.
ENG291 (w) (L)
British Literature I (Old English through the Restoration) (3 cr. hours)
**Prerequisite:** ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
**Offered** Fall even numbered years
This course is a survey of the major literary works and their themes in British literature from the eighth through the eighteenth centuries. By responding critically to early works such as the Old English epic Beowulf, Middle English works by authors such as Chaucer and Langland, Renaissance works by authors such as Shakespeare, 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.

ENG292 (w) (L)
British Literature II (Romanticism to WWII) (3 cr. hours)
**Prerequisite:** ENG142 earning a ‘C’ or better; This is a writing intensive course. Meets literature requirement for graduation.
**Offered** Spring odd numbered years
This course is a study of the major literary works in British literature from the Romantic era to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modernist periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats, Victorian writers such as Dickens, Tennyson, the Brownings, the Rossettis, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf. This is a writing intensive course. Meets literature requirement for graduation.

ENG293 (w) (L)
American Literature I (Colonial to Civil War) (3 cr. hours)
**Prerequisite:** ENG142, earning a ‘C’ or better; This is a writing intensive course. Meets literature requirement for graduation.
**Offered** Fall odd numbered years
This course will introduce students to major trends in American literature from the Colonial Period through the Civil War. Students will read works by authors such as John Winthrop, William Bradford, Mary Rowlandson, Benjamin Franklin, Frederick Douglass, Nathaniel Hawthorne, Ralph Waldo Emerson, Henry David Thoreau, Edgar Allan Poe, and Herman Melville with a focus on issues such as American identity and purpose, the relationship of self to community, the role of religion in early American life, the impact of secularism, the value and the limits of human reason, and the role of imaginative expression in human life. This is a writing intensive course. Meets literature requirement for graduation.

ENG294 (w) (L)
American Literature II (Civil War to WWII) (3 cr. hours)
**Prerequisite:** ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
**Offered** Spring even numbered years
This course will introduce students to major works and trends of American literature from 1865 to the present. The course will focus on the development and impact of American literary realism, naturalism, modernism, and postmodernism, as well as pay special attention to works and writers associated with the Jazz Age, the Harlem Renaissance, the Beat movement, and other trends of the period. Students will read works by authors such as Emily Dickinson, Walt Whitman, Mark Twain, Jack London, Edith Wharton, T.S. Eliot, Wallace Stevens, William Faulkner, Zora Neale Hurston, Langston Hughes, F Scott Fitzgerald, Flannery O’Connor, Sylvia Plath, Allen Ginsberg, Thomas Pynchon, Edward Albee, and Toni Morrison. This is a writing intensive course. Meets literature requirement for graduation.

ENG295 (w) (L)
Theoretical Approaches to Reading and Writing (3 cr. hours)
**Prerequisite:** ENG142, earning a ‘C’ or better
**Offered** Spring odd numbered years
Provides students with a foundation in composition and reading theory for teaching. Students study and practice writing and reading for a variety of purposes and audiences and analyze their experiences. The purpose of this course is to give students a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing.

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

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

ENG348 (w) (L)
The British Novel (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
Offered Fall
This course is a study of the major trends, themes, and developments in the British novel from the eighteenth century to the present. Novels by major British authors are examined in terms of their unique contributions to the art and commentary of the novel, as well as their influences on English culture, society, and literature. This is a writing intensive course. Meets literature requirement for graduation.

ENG350 (w) (L)
History of Dramatic Literature (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring even numbered year
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. Meets literature requirement for graduation.

ENG351 (w) (L)
Greek Drama (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring odd numbered years
This course is a study of the major Greek dramatists, their works, their themes, and their culture. Fifth century Athens experienced an explosion of political, cultural, and architectural development, and plays were performed regularly in competition at the annual City Dionysia, a festival in honor of the god Dionysus. Though the myths on which these plays are based were familiar to fifth century Athenians, the manner in which each playwright dramatized a particular myth was the product of his distinctive creative genius. Students will become acquainted with the theatrical and intellectual contributions made by the 3 most successful and celebrated Greek playwrights—Aeschylus, Sophocles, and Euripides—by addressing their plays as works of literature and by examining concomitant analyses provided by renowned critics. Students will gain an understanding of the plays’ major conflicts, the characters as both mythic heroes and personifications of human nature, and the dramatic spectacle that fifth century audiences enjoyed. This is a writing intensive course. Meets literature requirement for graduation.

ENG356 (w) (L)
English Poetry (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring odd numbered years
A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, 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, Gluck, Levertov, Ginsberg, Merrill, Kinnell, Rich, Pinsky, and Collins. This is a writing intensive course. Meets literature requirement for graduation.

ENG360 (w) (L)
American Poetry (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.
Offered Spring odd numbered years
A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, 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, Gluck, Levertov, Ginsberg, Merrill, Kinnell, Rich, Pinsky, and Collins. This is a writing intensive course. Meets literature requirement for graduation.
ENG: ENGLISH (continued)

ENG365 (w) (L)
Issues in Literature (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.

This course is conducted as a forum wherein students read, analyze, and discuss different works of fiction and poetry. Special attention is given to those literary works that focus on the challenges of being responsible adults. Students will be asked to make personal connections with the material, using their own lives and work experiences as a means to focus on literary technique in the established literary canon. They will be challenged to make the transition from superficial reading of a text to a deeper interpretation and appreciation for literary theories and concepts. This is a writing intensive course. Meets literature requirement for graduation.

ENG380 (w) (L)
Shakespeare (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; ENG221 for ENG majors; this is a writing intensive course. Meets literature requirement for graduation.

Offered Fall
This course is a study of the major trends and themes in Shakespeare’s plays by addressing them as works of literature and by examining concomitant analyses provided by renowned Shakespearean critics. Students will gain an understanding of the plays’ major conflicts, the characters as personifications of human nature, the author’s mastery over figurative language, and the importance of setting as a key component in each work. From reading and responding critically, students will develop an alertness of the power that these works have to tell us more about ourselves as we attempt to say something about them. This is a writing intensive course. Meets literature requirement for graduation.

ENG422 (w) (L)
World Literature (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.

Offered Fall even numbered years
This course is an examination of World Literature. It will examine the innovations in literary technique and genre in world literature, possibly including an introduction to postcolonial literature and theory. Social, political, and technological changes and their ramifications on literature will be examined, as well as how literature affected particular areas of the world in these turbulent times. This is a writing intensive course. Meets literature requirement for graduation.

ENG453 (w) (L)
Major Authors in British and American Literature (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better; this is a writing intensive course. Meets literature requirement for graduation.

Offered Fall
Students in this course engage in an in-depth study of no more than two major authors in either British or American literature over the course of the semester. These two authors will be drawn from the same or adjacent periods and will both be from the same country. Offerings alternate between British and American authors every semester that the course is offered. Authors studied in this course include major texts by authors ranging from Chaucer to Fielding, Mary Shelly, Tennyson, and Dickens in British literature to Poe, Emerson, Thoreau, Twain, Dickinson and Whitman in American literature. British and American Modernist era authors such as Cummings, Eliot, Pound, Woolf, and Joyce will also be taught in some years. This is a writing intensive course. Meets literature requirement for graduation.

ENG463 (w) (L)
Literary Theory (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better and 200 level ENG, CUL, or PHI; this is a writing intensive course. Meets literature requirement for graduation.

Offered Fall odd numbered years
This course is a study of critical theory beginning with selected classical texts by authors such as Plato, Aristotle, Dryden, Nietzsche, Tolstoy, and others. Approaches such as Marxist, psychological, structural, post-structural, feminist, reader-response, and contemporary theorists, such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michel Foucault, and Jean-François Lyotard will also be discussed and analyzed. Through examination of sample texts and the theoretical approaches to their analysis, students will learn to move from literal to figurative interpretations of a work of literature and to consider multiple interpretations of a text. The interrelationships between writer, reader, and analysis will be explored though advanced critical theory. This is a writing intensive course. Meets literature requirement for graduation.

ENG499
Senior Seminar (3 cr. hours)
Prerequisite: ENG142, earning a ‘C’ or better, 200 level ENG, CUL, or PHI, and Senior standing

Offered Spring
The capstone course for English majors. With guidance and regular meetings with a faculty member, this course is self-determined and self-directed project that shows depth of knowledge and critical and original thought. Grading will be performed by a committee of English faculty.
**ENT: ENTREPRENEURSHIP**

**ENT302**
Innovative Entrepreneurship (3 cr. hours)
*Prerequisite: MGT201*
This course will examine different aspects of entrepreneurship and its relationship to innovation in organizations. Students will learn the processes associated with identifying opportunities, allocating resources, and creating value. They will learn to create value by identifying unmet needs and/or the opportunities for change. While the class will discuss the obvious example of entrepreneurship, starting a new business, it will also include social and political forms of entrepreneurial activity, including entrepreneurship, which describes activities within a firm or large organization.

**ENT315**
Creative Strategy (3 cr. hours)
*Prerequisite: ENT302*
This course will focus on planning, organization and implementing decisions for entrepreneurs. Students will learn how to apply creative processes to decisions made in entrepreneurial environments. Cases, simulations, and other exercises will be used to help students develop entrepreneurial creative strategic thinking and decision-making skills.

**ENT362**
Entrepreneurship Research Design and Analysis (3 cr. hours)
*Prerequisite: ENT302*
This class will introduce students to research and its tools. Students will learn and apply the research process to their Entrepreneurship Research Project. Quantitative research methods will be explored in the class. This module has specific emphasis upon helping the student complete the Entrepreneurship Research Project using statistical tools.

**ENT408**
Venture Capital (3 cr. hours)
*Prerequisite: ENT302*
This course will help managers make better investment and financing decisions in entrepreneurial settings. The course covers all stages of the process, from startup to selling the business. This course explores different sources of capital available to finance entrepreneurial activities. The class will analyze advantages and disadvantages of each source of funding. Students will create a funding proposal as part of the class.

**ENT470**
Internship (3 cr. hours)
*Prerequisite: Junior standing and permission of the School Dean or Designee*
Under faculty member guidance and reporting to an agent of a selected firm, the individual student works in some aspect of the field. This real-world work experience contributes directly and substantially to the student's major area of interest. Work assignments are arranged on an individual student/company basis.

**EQM: EQUINE BUSINESS MANAGEMENT**

**EQM257**
Equine Nutrition (3 cr. hours)
*Offered Spring even*
This course covers the basics of equine nutrition including the classes of nutrients, nutrient requirements, balancing rations, and the different nutritional needs of equine populations (foals, broodmares, performance horses, etc.). Disease conditions of nutritional origin will be discussed.

**EQM412**
Management of the Equine Environment (3 cr. hours)
*Prerequisites: EQM257, MGT359, SRM360*
*Offered Spring odd*
From a management perspective, the equine environment is the most challenging of the different livestock species. The capstone equine course is designed to integrate the functional management concepts and techniques from the foundation courses in the equine management curriculum. It emphasizes the role of the general manager within an equine business, regardless of the industry, with an emphasis on strategic business planning.

**FIN: FINANCE**

**FIN101**
Personal Finance (3 cr. hours)
*Offered Fall, Spring*
This course describes the study of methods for planning and building financial resources, which can meet the goals of the individual and her (his) household throughout the changing life cycle. Focuses on money and property management, budgeting, income generation, asset protection, tax considerations, and estate planning.

**FIN190, FIN290, FIN390, FIN490**
Special Topics (3 cr. hours)
*Prerequisite: None, unless listed in the schedule of courses.*
Topics will vary. May or may not be writing intensive.

**FIN201**
Survey of Health Insurance in the United States (3 cr. hours)
*Offered through Online & Off-Campus programs only*
*Prerequisites: MGT140 and NAT150*
This course includes understanding various health insurance plans and coverage. It explores the concepts of insurance as well as financial, legal and social issues related to the health insurance industry. The course focuses on reimbursement methods and proper coding procedures and, in addition, addresses eligibility requirements, claims processing, collection, and patient accounting processes. It will instruct the student on the completion of insurance forms and interpretation of insurance codes. The course will provide each student with the framework for understanding the critical concepts and components of healthcare reimbursement and billing.
FIN: FINANCE (continued)

FIN301
Business Finance (3 cr. hours)
Prerequisites: ACC201, ECO221 and ECO222
Offered Fall, Spring
This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ratio analysis, organization of financial markets, and international (global) finance.

FIN314
Risk Management and Insurance (3 cr. hours)
Prerequisite: FIN301
Offered Spring
Study of the content and application of uncertainty, risk, and the management of risk (selecting among “reduction, assumption, or transfer” techniques). The application of risk management to individuals, businesses, and the public, focusing on insurance and its remedies for risk.

FIN421 (w)
Investments (3 cr. hours)
Prerequisite: FIN301; this is a writing intensive course.
Offered Fall
The study of the institutions, instruments, markets, and theories of valuation and investment. Students shall be exposed to the valuation of debt (bonds) and equity (stock) instruments, including derivatives. Other topics shall include the Capital Asset Pricing Model (CAPM), the Capital Management Line (CML), the Security Market Line (SML), the Efficient Market Hypothesis (EMH) portfolio theory, and international diversification. This is a writing intensive course.

FIN426
International Finance (3 cr. hours)
Prerequisite: FIN301 or concurrent
Offered Spring
The study of the institutions, concepts, and instruments of international finance. Current and past international monetary systems shall be discussed. Special attention shall be directed to consideration of accounting, finance and taxation differences global companies (multinational companies – MNCs) experience in the domestic and foreign economies. Other topics shall include the determination of exchange rates and their macroeconomic linkages, the effect of exchange rates on current and capital account balances, and the techniques global companies can engage in to hedge exchange rate risk.

FOR: FORENSIC PSYCHOLOGY

FOR105
Victimology (3 cr. hours)
Offered Spring
This course focuses on the victims rather than the offenders; why they have been recently rediscovered, why they often do not report crimes to police; how some victims might share responsibility for the crimes with the offenders; how they can be repaid for their losses through offender restitution and government compensation, and what new services are available to help victims prevent crimes and resist attacks. The social and emotional responses of victims to crime are examined.

FOR190, FOR290, FOR390, FOR490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

FOR344 (w)
Psychology of Violence and Aggression (3 cr. hours)
Prerequisites: FOR105 and PSY101; this is a writing intensive course.
Offered Fall
Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, and important research about attitudes toward violence and the showing of force to bring about change are reviewed. This is a writing intensive course.

FOR347
Psychology of Sex Crimes (3 cr. hours)
Prerequisite: PSY101
Offered Spring odd
There are few crimes that shock people's sensibilities as sex crimes. Sex offenders are the only type of criminal who have to register with local law enforcement, have restrictions on where they can live and can be involuntarily committed to a psychiatric hospital at the end of their prison sentence. This course explores the myths and realities surrounding the wide range of behaviors encompassed by sex crimes. Students will also analyze the underlying sexual motivation of certain crimes and their relevance to the investigation and treatment of sex offenders.
FOR365  
Drugs and Society (3 cr. hours)  
**Prerequisites:** PSY101 and PSY362  
**Offered Spring**  
Considers various types of drugs, dynamics of use, abuse, addiction, and recovery, social, legal, economic, and psychological impact on structure and function of society, current trends, diagnosis and treatment, prevention strategies.

FOR366  
Substance Abuse (3 cr. hours)  
**Offered through Online & Off-Campus programs only**  
This is a comprehensive course that explores the topic of substance abuse from many perspectives including the history of drug abuse and drug laws, physiological and physical effects of drugs on the body, emotional, psychological, & social perspectives/effects, the differentiation of use, abuse, and addiction and how they affect therapy; and comprehensive examination of therapies. The course provides an in-depth overview of the multi-faceted issues related to substance abuse.

FOR423  
Case Management (3 cr. hours)  
**Prerequisites:** Senior standing and PSY362  
**Offered Fall**  
A study of the various supervision methods and considerations for effective intervention with the criminal justice client. Incorporates the skills of pre-sentence assessment and supervision planning, interfacing with other branches of the human service delivery system, and counseling techniques appropriate for use by the criminal justice worker.

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

FOR460 (w)  
Psychology and Law (3 cr. hours)  
**Prerequisites:** SOC230, SCS300 and Junior standing; this is a writing intensive course.  
**Offered Fall**  
Course studies the psychology assumptions that the law makes and the differences between law and psychology regarding models of behavior, theories of change, morality, and values. Role of psychology in the legal process, the rules of procedure, the jury system, and the psychologist in the courtroom are examined in depth. This is a writing intensive course.

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

FSC115  
Introduction to Forensic Science (3 cr. hours)  
**Co-requisite:** FSC115L  
**Offered Fall, Spring**  
This course will provide a general introduction to the field of forensic science and its various functions and specialties from the crime scene to the laboratory.

FSC115L  
Introduction to Forensic Science Lab (1 cr. hour)  
**Co-requisite:** FSC115; The lab is required for the corresponding course unless a lab was previously completed with a grade of “C” or better. There will be a lab fee associated with this course.  
**Offered Fall, Spring**  
This course is a required complement to the lecture course. Students will be expected to apply the concepts learned in the lecture to the laboratory experiments. It is designed to provide a general introduction to the field of forensic science and the preservation of physical evidence from the crime scene to analysis in the crime laboratory.

FSC190, FSC290, FSC390, FSC490  
Special Topics (3 cr. hours)  
**Prerequisite:** None, unless listed in the schedule of courses.  
Topics will vary. May or may not be writing intensive.

FSC215 (w)  
Evidence Law and Ethics (3 cr. hours)  
**Prerequisites:** FSC115 and ENGL11; this is a writing intensive course.  
**Offered Spring**  
An examination of the principal rules of evidence applicable in the federal and state courts, and ethical considerations as applying to the collection, processing, analysis, evaluation and interpretation of evidence. Analysis of the relevant rules of evidence will be made alongside a broad overview of forensic science in the courtroom. This course will explore case law and ethical case studies as they apply to admissible evidence, how a forensic expert should testify to juries, and the extent to which the admission of forensic evidence assists juries. This is a writing intensive course.
GLM: GLOBAL LEADERSHIP HONORS

GLM190, GLM290, GLM390, GLM490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

GLM205
Introduction to Global Studies (3 cr. hours)
Prerequisite: ENGI41 or concurrent
Offered Fall, Spring
This course will introduce students to the concepts and complexity of globalization. Emphasis will be on how globalization impacts overall business practices. Attention will be given to cultural sensitivity and how today's leaders need to adapt their behavior to meet these sensitivities. Students will also evaluate their current leadership skills.

GLM210H (w)
Markets and Economies (3 cr. hours)
Prerequisite: MGT201; this is a writing intensive course.
Offered Spring
An examination of the variety of markets and economies encountered in a globalized business environment. Particular attention is given to the predominant business models in various regions of the globe and interaction between businesses and their environments. The level of analysis is the organization embedded within national and ethnic cultures. This is a writing intensive course.

GLM310H (w)
Culture, Business and Markets (3 cr. hours)
Prerequisite: GLM210H; this is a writing intensive course.
Offered Fall
This course will develop awareness and knowledge of cultural influences on business. Students will develop a systematic approach to examine the cultural environment of business. Both affective and cognitive methodologies will be used. Students will develop skills for use in international business, learn a framework for understanding culture and address management and marketing issues. This is a writing intensive course.

GLM395H
Global Leadership Theory (3 cr. hours)
Prerequisite: GLM205
Offered Spring
This course examines theories and approaches to leadership in a global society. A variety of leadership models will be examined in relationship to the cultural complexity within the global business arena. Focus will be on leading across national borders and within multi-national companies. Students will also evaluate their current leadership skills.

GLM410H (w)
Global Leadership Professional Seminar (3 cr. hours)
Prerequisite: GLM310H, Senior standing; this is a writing intensive course.
Offered Fall
This course will draw on the previous courses in the GLM curriculum and present the students with assignments that require critically thinking about and applying concepts from the curriculum. Case studies from the Harvard Business Review will be used as the focal point for in-class discussions and a final paper will allow the students the latitude to apply their own learning to posed questions. This is a writing intensive course.

GLM470H
Internship/Experience (3 cr. hours)
Prerequisite: Junior standing and permission of the School Dean or Designee
Offered Fall, Spring
Global Leadership majors must complete a study abroad experience in one of the following ways: A one semester overseas educational program in a non-English speaking country; a 4-6 week internship program in a country outside of North America; and completion of an intensive language program, either inside or outside of the United States, with a minimum grade of ‘B’. Rosetta Stone programs with a competency exam (ie: CLEP) will meet this requirement.

HCA: HEALTHCARE ADMINISTRATION

Offered through Online & Off-Campus programs only

HCA301
Healthcare Finance (3 cr. hours)
Prerequisite: ACC201 and ECO221
Offered through Online & Off-Campus programs only
This course is designed to introduce students to financial concepts utilized within organizations and those that exist as unique to the healthcare industry. Application of concepts addressed within the course is emphasized.

HCA312 (w)
Healthcare Informatics (3 cr. hours)
Prerequisite: CIS211
Offered through Online & Off-Campus programs only
This course provides the student with a comprehensive understanding of informatics in the healthcare industry. Healthcare informatics is addressed from a systemic, patient, management, and educational perspective.
HCA: HEALTHCARE ADMINISTRATION (continued)

HCA318
Human Resource Management for Healthcare Managers (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT301
This course is an introduction to the human resource function and related elements and activities as they apply to the healthcare industry. The course outlines the roles and functions of members of the human resource department as well as educating others outside human resources in how their roles include human resource-related activities in healthcare.

HCA355
Healthcare Marketing (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ECO221 or ECO222
Healthcare Marketing provides students with the exposure to essential marketing concepts and strategies utilized within the healthcare industry. Control and monitoring of healthcare marketing programs is emphasized to address the continual change in the healthcare industry.

HCA362
Managerial Design and Analysis for Healthcare (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MAT174
This course is an introduction to research and its tools for the learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete a research project and on understanding managerial decision-making as it pertains to the healthcare industry.

HCA412
Healthcare Systems and Governance (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: HCA majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Healthcare Administration Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual’s entire professional career. The Research Project spans the complete curriculum. The Healthcare Administration Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Healthcare Administration Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

HCA470
Internship (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Junior standing and permission of School Dean or Designee
Provides the student with on-the-job experience in varied aspects of healthcare management. Hours and work assignments will be arranged on an individual basis.

HCA473
Service Delivery of Acute Care Management (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course delves into an in-depth assessment of hospitals. Areas of study entail its foundational structure, leadership and management, clinical and non-clinical services.

HCA474
Social Aspects of Aging (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course introduces the student to core components and trends in social gerontology. Social, physical, economic, and political viewpoints are taken into account to assess the interdisciplinary nature within the field.

HCA475
Service Delivery of Long Term Care (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: Any 300 level HCA
This course introduces students to managing and leading the system of long-term care. Various elements of the system are addressed, reflecting on past, current, and future trends in the healthcare industry and aging population.
HIS121 (w)
The Thinking Historically (3 cr. hours)
Prerequisite: ENGL1 or concurrent; this is a writing intensive course.

Offered Fall

Students will learn why history is important, as well as receive a brief historical account of changing interpretations of historical study over time. They will next be introduced to the basic tools and methodology employed by historians. These include reading comprehension, using maps, understanding graphs and charts, analyzing sources, using Chicago Manual of Style for citations, test taking, and preparation and performance in history classes. This is a writing intensive course.

HIS122 (w)
Research and Writing for History (3 cr. hours)
Prerequisite: HIS121 earning a ‘C’ or better; this is a writing intensive course.

Offered Spring

This class is designed to develop the research and communication skills common to the history profession. Each student will complete a variety of research projects using primary and secondary source material, scholarly journals, oral histories, artifacts, and photographs. The advantages and shortcomings of online research will be presented. Students will also learn how to work successfully in groups to prepare and deliver an oral presentation of their joint research. This is a writing intensive course.

HIS231 (w)
Creating a Nation: The United States through the Civil War (3 cr. hours)
Prerequisite: HIS122 earning a ‘C’ or better; this is a writing intensive course.

Beginning with the Pre-Columbian Native American culture, the course investigates European colonization of the Americas, with emphasis on the English experience. The causes and key elements of the American Revolution are analyzed, as are the challenges faced and opportunities enjoyed by the newly independent nation. Students will explore the interacting social, political, economic, military, and religious themes that underscore the nation’s development. The course concludes with an investigation of growing tensions between the North and the South that emerged as the nation moved westward, generating irreconcilable conflicts that culminated in civil war. This is a writing intensive course.

HIS242 (w)
The United States, 1865-1945: Consolidation, Industrialization, & the Rise to Global Leadership (3 cr. hours)
Prerequisite: HIS122 earning a ‘C’ or better; this is a writing intensive course.

Efforts to reconstruct the South and uncertainty over the future of freed slaves following the Civil War provide the introduction for this class. Students will also trace the remarkable rise of industrialization and unionism, the “winning of the West,” the challenges of urbanization, unprecedented immigration around 1900, and the country’s growing commitment in Asia following the Spanish-American War. The uncertainties associated with capitalism are explored through investigations of the various depressions that rocked the nation periodically during the 19th and 20th centuries. Finally, an investigation of America’s role in two world wars helps students understand how the United States emerged as a world leader in 1945. This is a writing intensive course.

HIS267 (w)
The Challenges of Global Leadership: The United States after 1945 (3 cr. hours)
Prerequisite: HIS122 earning a ‘C’ or better; this is a writing intensive course.

The class follows the post-war trail of mutual misunderstanding and mistrust between the United States and the Soviet Union, which solidified into intransigent ideological positions during the nearly 4 decades of threat and counter-threat known as the Cold War. Seeking to check perceived Soviet expansion, the nation found itself embroiled in a number of wars in far-flung corners of the post-colonial world. At home, students will discover that the United States enjoyed unprecedented economic growth, but also strident racial and gender equality debates, environmental issues, generational and cultural differences, and increasing commercialization. By the late 20th century, issues of globalization, terrorism, population growth and migration, growing political discord, and technological innovation left the United States facing a world of uncertainty, but also of opportunity. This is a writing intensive course.

HIS303 (w)
Dawn of Humankind: Civilizations Emerge and Develop (3 cr. hours)
Prerequisite: HIS122 earning a ‘C’ or better; this is a writing intensive course.

This course explores the birth and diffusion of world civilizations from the dawn of recorded history to 1350 CE. First, the course will begin by examining the development of early civilizations and then will follow their developments into the classical age by exploring the Mediterranean societies of Greece and Rome, the Indian subcontinent, China, and the Persian Empire. Finally, the course will conclude with the establishment of post-classical empires and the expansion of world religions. Over time, technology and human enterprise led to regular encounters between distant societies. This course highlights the ways these interactions came to shape the modern world. This is a writing intensive course.

HIS323 (w)
The Emerging West, Exploration, Colonization, and Commerce (3 cr. hours)
Prerequisite: HIS122 earning a ‘C’ or better; this is a writing intensive course.

This course will examine the coming of the modern age. An examination of Europe from the late Middle Ages into the late nineteenth century will allow students to explore the ways that Europeans began to value reason over pre-modern ways of understanding the world. This enormous change let to political, scientific, economic, social, and cultural changes both in European society and in the world at large. Students will investigate key events in European history such as the Renaissance, the Enlightenment, Exploration, the Industrial Revolution, and the creation of the modern nation-state, but particular attention will be paid to how each of these events impacted the Americas, Africa, Australia, and Asia. By examining each of these events from a global point of view, students will explore the ways in which knowledge and European ways of thinking influenced people around the world. This is a writing intensive course.
HIS: HISTORY for MAJORS (continued)

HIS410 (w)
The Inter-Connected World: Globalization In a Post-Colonial World (3 cr. hours)
**Prerequisites:** HIS303 and HIS323 earning a 'C' or better; this is a writing intensive course.
This course will explore the increasing domination of Western ideas and how they continue to have an impact on societies around the world. With the expansions of empires into Africa, Asia, and Oceania, Europeans and Americans gained control over much of the world, and economies, politics, and culture became more intricately intertwined. The course will address the following topics: the spread of industrialization, how the west and non-west viewed one another, the global conflicts of the twentieth century, decolonization movements, the rise of fundamentalism and terrorism worldwide, the competition of human and natural resources, and the constant struggle between local diversity and globalization that characterizes the twenty-first century. This is a writing intensive course.

HIS425 (w)
Historiography (3 cr. hours)
**Prerequisite:** History major either enrolled in or has completed all major courses; this is a writing intensive course.
**Offered Fall odd numbered years**
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.

HIS: HISTORY for NON-MAJORS

HIS111
American Society to 1865 (3 cr. hours)
**Offered Fall odd numbered years**
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.

HIS112
American Society since 1865 (3 cr. hours)
**Offered Spring even numbered years**
This course surveys American History from Reconstruction, through late nineteenth century industrialization, into the development of the nation as a world power by the mid-twentieth century, and culminating in her role during the Cold War and beyond. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach, therefore, students should receive a variety of world-views experienced through a number of disciplines.

HIS137
Civilizations of the World (3 cr. hours)
**Offered Spring odd numbered years**
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.

HIS190, HIS290, HIS390, HIS490
Special Topics (3 cr. hours)
**Prerequisite:** None, unless listed in the schedule of courses
Topics will vary. May or may not be writing intensive.

HIS211
Western Society to 1500 (3 cr. hours)
**Offered Fall even numbered years**
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.

HIS225 (w)
United States Diplomatic History since 1895 (3 cr. hours)
**Prerequisites:** HIS112, ENG142; this is a writing intensive course.
**Offered Fall odd numbered years**
Students will learn the concepts, institutions and personalities that have driven the rise of America as a world power since 1895. Particular attention is placed on the post-World War II period, when the United States took a leading role in world affairs. Students will also assess the benefits and pitfalls of America's role in the world today. This is a writing intensive course.
**HIS: HISTORY for NON-MAJORS (continued)**

**HIS226 (w)**
United States Military History since 1895 (3 cr. hours)
*Prerequisites: HIS112, ENG142; this is a writing intensive course.*
*Offered Spring even numbered years*
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.

**HIS312 (w)**
History of the Middle East (3 cr. hours)
*Prerequisite: ENG141; this is a writing intensive course.*
*Offered Fall*
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.

**HIS320 (w)**
Ohio History (3 cr. hours)
*Prerequisite: ENG142; this is a writing intensive course.*
*Offered Spring even numbered years*
This course introduces students to the history of the state of Ohio. It begins with the prehistory of native peoples, follows the struggles between native people and Europeans during the colonial period, and traces the development of the region after statehood in 1803. The course will address a wide range of topics including the key role of Ohio during nineteenth century industrialization, its contributions to national politics, its changing demographics and developing economy during the twentieth century, and its relations with other states in the region. Student field trips and the use of primary sources in research will be encouraged. This is a writing intensive course.

**HIS341**
Latin American History (3 cr. hours)
This course is designed to provide a study of Latin American history, geography, and linguistic differences between peoples who speak Spanish. Students will explore Latin American history through the study of the historical forces and great movements from indigenous cultures, through colonialism, and to present day globalization.

**HOS: HOSPITALITY MANAGEMENT**

**HOS104**
Introduction to the Hospitality and Tourism Industry (3 cr. hours)
*Offered Fall*
A survey of the interrelated industries that comprise the number one employer in the world: tourism. Introduces the student to the major concepts and components that represent the following industries: lodging, resorts, vacation clubs and spas, restaurants, catering, attractions, theme parks, casinos, club management, convention and event planning, cruises, and tourism services.

**HOS190, HOS290, HOS390, HOS490**
Special Topics (3 cr. hours)
*Prerequisite: None, unless listed in the schedule of courses.*
Topics will vary. May or may not be writing intensive.

**HOS215**
Food Service and Safety Management (3 cr. hours)
*Offered Fall*
Students will be required to complete a program that is recognized by the National Restaurant Association Educational Foundation as a preferred Food Protection Manager Certification program. Topics include how to prepare for a health inspection; HACCP food safety assurance system; local, state and federal regulations and agencies; crisis management; and the significant impact of the food service industry.

**HOS280**
Hospitality Facilities Management (3 cr. hours)
*Offered Spring*
Standard operational functions and procedures involved in servicing the facility will be addressed. The property engineer's role as a manager will be stressed with regard to guest operations.

**HOS330**
Hospitality and Tourism Strategic Management (3 cr. hours)
*Prerequisite: HOS104*
*Offered Spring*
This course provides students with a perspective of managing a hospitality and tourism business through strategic eyes, utilizing the unique tools and techniques of the hospitality industry. This course will allow students to develop and implement sound hospitality strategies. Cases are used to provide actual applications of topics such as innovation, entrepreneurship, leadership, ethics, global management and franchising specific to the hospitality and tourism industry.
HOS: HOSPITALITY MANAGEMENT (continued)

HOS470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of School Dean or Designee
Provides the student with on-the-job experience in varied aspects of hospitality and tourism management. Hours and work assignments will be arranged on an individual basis.

ITS: INFORMATION TECHNOLOGY

Offered through Online & Off-Campus programs only

ITS106 (w)
Introduction to Computer Science (3 cr. hours)
Offered through Online & Off-Campus programs only
This course is designed to introduce students to the world of computers through teaching the basics behind computer science.

ITS120
Current Trends in Virtual Computing (3 cr. hours)
Offered through Online & Off-Campus programs only
This course will introduce students to trends in information technology to include topics such as virtualization, cloud computing, and Windows OS.

ITS215
Open Source Computing (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ITS120
This course is designed to develop students’ knowledge and aptitude in UNIX and Linux Operating Systems at a command line level.

ITS345
Computer Law and Ethics (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIT344
This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

ITS370
Server Administration (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIT361
This course prepares students to install, configure, and administer Windows Server Active Directory. Students will be prepared for the Microsoft MCSA certification on Windows Active Directory.

ITS375 (w)
Open Source Security (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ITS215
This course prepares students to install, configure, secure and administer an Open Source Server. Students who take this course will be able to properly configure a Linux server for LDAP, Email, DHCP, DNS, and VPN access.

ITS430
Enterprise Administration (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: ITS370
This course will give a student extensive experience in Windows Server Management and Administration. Emphasized are Windows deployment services, network infrastructure servers, RRAS, RADIUS, NAT, IIS, terminal services, imaging, virtual machines, network load balancing, backup strategies, and fault tolerance. This course will build a strong foundation in preparation the Microsoft MCSA certification.

ITS465
Wide Area Networking and Switching (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIT362
This course prepares students for a portion of the CISCO Certified Network Associate (CCNA) Certification Examination. It prepares students with the knowledge and skills necessary to install, configure, update, and troubleshoot switched LANs and VLANs. Students will learn additional skills including classless IP addressing, configuring single area OSPF and EIGRP, switching concepts, configuring CISCO switches, configuration of VLANs, concepts and configuration of VTP, Access control lists, introduction to wireless LANs, advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), DHCP, and WAN technology and terminology, including PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the students will prepare for taking the CCNA Exam.

ITS495 (w)
Capstone Project (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: CIS412
This course is designed to encompass every aspect of the Information Technology degree. Students will design a final project that includes aspects from networking, security, program management, computer law, hardware, Windows OS, Linux/Unix OS, and programming/scripting.
JUS: CRIMINAL JUSTICE

JUS110
Introduction to Criminal Justice (3 cr. hours)
Offered Fall, Spring
A survey of the criminal justice system and of its major subsystems: law enforcement, courts, and corrections. Emphasis will be not only on structure and functions of the various components, but also their interactions. The course will also introduce the student to the basics of criminal justice research through the use of the collection of the National Criminal Justice Reference Service and other professional sources of information.

JUS190, JUS290, JUS390, JUS490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

JUS201
Criminal Law (3 cr. hours)
Prerequisite: JUS110
Offered Fall, Spring
An analysis of criminal laws from their development under common law to their present day applicability under constitutional and statutory standards with special emphasis on practice with the Ohio Revised Code.

JUS202
Criminal Procedures (3 cr. hours)
Prerequisite: JUS201
Offered Fall, Spring
An understanding of the constitutional and other legal ramifications affecting the procedure of criminal arrest, search, seizure, and evidence.

JUS215
Homeland Security and the Legal System (3 cr. hours)
Prerequisite: ENF154, POL151 or CDS152
Offered Fall, Spring
This course will examine the Homeland Security Act of 2002 (organizational restructuring of U.S. investigative, security and catastrophic response agencies). An overview will be provided of the CONPLAN (U.S. Government's Interagency Domestic Terrorism Concept of Operations Plan). Presidential Directives 39 and 62, the Patriot Act and evolving case law will also be discussed. The legal approach to terrorism and homeland security will be examined along with the potential effect of these laws and procedures on the civil liberties of citizens of the United States. Additionally, there will be an analysis of international borders and airport security relating to the 4th Amendment.

JUS361
Ethical Issues in Criminal Justice (3 cr. hours)
Prerequisites: JUS202 and any PHI
Offered Fall, Spring
This course is designed to identify and examine ethical issues among practitioners and students in the criminal justice fields. Such issues may include the discretionary power of arrest, the use of deadly force, the decision to prosecute, participation in plea bargaining, representation of the guilty, and the imposition of punishment, to name a few. The course will promote inquiry that combines ethical analysis with a practical awareness of the realities of the criminal justice system.

JUS461 (w)
Capstone Senior Seminar in Criminal Justice (3 cr. hours)
Prerequisite: ENF293 and Senior standing. This is a writing intensive course.
Offered Fall, Spring
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. This is a writing intensive course.

JUS463 (w)
Applied Research Design (6 cr. hours)
Offered through Online & Off-Campus programs only
This is a writing intensive course.
This course provides a unique, integrative research experience. Students will learn the fundamental steps of the research process including formulating research questions, developing specific hypotheses, designing various types of studies, and collecting, analyzing and interpreting the results. With this knowledge, students will design, conduct, and write a formal report on a research project in a criminal justice agency. Students will stay current in the field by reading and understanding articles that appear in scholarly and professional journals. This is a writing intensive course.

JUS465
Criminal Trial Evidence (4 cr. hours)
Prerequisite: ENF460
This course is designed to prepare the criminal justice professional with knowledge and skills associated with the presentation of evidence at trial. Students will learn how to be a credible witness, the rules of evidence, and the procedure for getting evidence admitted at trial. A mock trial will take place so that students can practice and demonstrate the skills learned.

JUS497
Independent Research in Criminal Justice (3 cr. hours)
Prerequisite: Permission of the instructor
Designed to assist the student through advanced study of the literature germane to a specialized topic in the field. An in-depth review of the literature and/or a formal research project is required.
LAW 115
Survey of Healthcare Law in the United States (3 cr. hours)
*Offered through Online & Off-Campus programs only*
This course is designed to examine the current healthcare law and ethics relevant to the healthcare environment. Individuals who work in the industry must understand the principles of how law and ethics governs policies, processes, procedure, and patient care. Legal terminology, legal processes, regulations, limitations, patient confidentiality, privacy and a variety of ethical situations will be reviewed in detail. The solid foundation gained from this course will provide each student with the knowledge necessary to work within the legal parameters set currently within the industry.

LAW 190, LAW 290, LAW 390, LAW 490
Special Topics (3 cr. hours)
*Prerequisite: None, unless listed in the schedule of courses.*
Investigation of selected areas or contemporary problems. May or may not be writing intensive.

LAW 211
Business Law I (3 cr. hours)
*Prerequisite: ENG 141*
*Offered Fall*
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.

LAW 212
Business Law II (3 cr. hours)
*Prerequisite: LAW 211*
*Offered Spring*
Building on a basic understanding of contract law, the student will be introduced to the Uniform Commercial Code in the areas of sale of goods, commercial paper, and secured transactions. In addition, the law of agency and topics on partnership and corporations will be considered.

LAW 260
Legal Issues in Sports and Recreation (3 cr. hours)
*Prerequisite: LAW 211*
*Offered Spring*
Title IX, risk management, tort, liability, agency, contract, antitrust, constitutional, labor law and intellectual property law are examined as applicable for managers in the sport and entertainment industry. Actual court cases concerning legal issues are presented relating to sport events, special events, athletics, the hotel industry, tourist attractions, amusement parks and recreational settings.

LAW 301
Legal Regulation of Business (3 cr. hours)
*Prerequisite: LAW 211*
*Offered as needed*
This course will examine the broader legal aspects of governmental regulation of business in relation to public policy, social issues, and business ethics. Criminal laws affecting business legal intricacies of purchase, sale and transfers, survey of federal, state, local and international statutes affecting business such as bankruptcy laws, consumer protection laws, securities regulations and international trade laws will be studied.

LAW 321
Employment and Labor Law (3 cr. hours)
*Prerequisites: MGT 201*
*Offered Spring*
This course is an overview of various laws and regulations that determine the rights and obligations of employees and employers. Topics covered include the nature of the employment relationship and common law principles, prohibitions against discrimination on the basis of certain protected characteristics such as race and gender, wage and hour law, the Family Medical Leave Act, the National Labor Relations Act, and other similar areas of labor and employment law. The primary focus is on federal laws governing the employment relationship, but there will also be discussion of state and local laws.

LAW 403
Healthcare Law (3 cr. hours)
*Offered through Online & Off-Campus programs only*
This course examines the ever-changing legal trends faced in the healthcare environment. This course will provide the student with the skills necessary to mitigate liability through risk management principles, develop relationship management skills, incorporate employment law procedures, and manage communication.

LAW 406
Fraud Prevention and the Legal Environment (3 cr. hours)
*Prerequisite: ACC 405*
*Offered Spring*
This course emphasizes Federal and State legislation related to fraud examinations including laws that govern civil and criminal prosecutions. Students will learn theory and practical application of financial investigation methods for both public and private sector organizations.
MAT: MATHEMATICS

MAT174
Finite Mathematics (3 cr. hours)
Prerequisite: By University placement
Offered Fall, Spring
This course applies mathematical techniques to solve real-world problems and involves the study of topics including linear models, systems of equations, financial math, and probability.

MAT181
College Algebra (3 cr. hours)
Prerequisite: By University placement
Offered Fall, Spring
The course topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices, and sequences.

MAT190, MAT290, MAT390, MAT490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses
Topics will vary. These courses offer topics of special interest to students to further their interest and knowledge in the area of mathematics.

MAT251
Applied Mathematics (3 cr. hours)
Prerequisite: By University placement
Offered Spring odd numbered years
An applied approach of fundamental arithmetic and algebraic concepts and basic problem-solving skills. Emphasis is placed upon a problem-solving approach that requires students to be active participants in the examination of numerical concepts.

MAT271
Geometry for Middle School Teachers (3 cr. hours)
Prerequisite: MAT174/181
Offered Spring even
Considers synthetic methods, foundations of Euclidean geometry with a brief treatment of non-Euclidean geometry, and groups of transformations associated with geometry.

MAT273
Applied Statistics I (3 cr. hours)
Prerequisites: one of MAT174/181/251/281; A hand-held calculator with scientific functions is required.
Offered Fall, Spring
A study in descriptive and inferential statistical methods that aid decision-making. Includes the following topics: normal probability distributions, calculation of parameters from a universe, calculation of statistics from a sample, hypothesis testing, regression, and correlation.

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

MAT281
Calculus I (3 cr. hours)
Prerequisites: By University placement
Offered Fall
A first semester introductory course to graphical, numerical, and symbolic approach to differential calculus. Topics covered include functions, rates of change, limits, continuity, differentiability, rules of differentiation, and anti-differentiation. A study in the applications of calculus to motion, optimization, and related concepts.

MAT326
Statistics for Criminal Justice Majors (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MAT174/181
This course provides the mathematical framework for the CJ capstone research methods class. It will provide students with a basic understanding of how to use data for research purposes. It will focus on the various statistical methods and formulas for analyzing and interpreting data.

MAT370 (w)
Teaching Mathematics in Middle School (3 cr. hours)
This is a writing intensive course
Offered Spring even numbered years
This course will introduce students to current research and issues related to teaching mathematics in middle school. Students in this course will learn how to engage middle school students in meaningful mathematics, how to work with middle school students who are not meeting minimum standards and how to prepare middle school students for high school courses in mathematics. They will become knowledgeable about the current State of Ohio Math standards. This is a writing intensive course.

MAT373
Applied Statistics II (3 cr. hours)
Prerequisite: MAT273
Offered as needed
This course further develops topics introduced in Applied Statistics I. Additional topics covered will include analysis of variance, multiple regression, time series analysis, quality control and decision theory. The course makes use of available computer software as a problem-solving tool.
Undergraduate Course Descriptions: Management

MAT: MATHEMATICS (continued)

MAT381
Calculus II (3 cr. hours)
Prerequisites: MAT281 or permission of instructor
Offered Spring
A continuation of the concepts learned in Calculus I. This course includes a study of the techniques and applications of integral calculus. Topics include calculus of transcendental functions including logarithmic, exponential, and inverse trigonometric functions. Techniques of integrations, sequences, and various series are covered.

MAT481
Calculus III (3 cr. hours)
Prerequisites: MAT381 or permission of instructor
Offered as needed
A continuation of the concepts learned in Calculus II. This course includes an introduction to the calculus of vectors, vector-valued functions, and 3 dimensional surfaces. Topics include a development of vector calculus, motion in space, functions of two or more variables and their derivatives, multiple and partial integrals, and surface integrals.

MGT: MANAGEMENT

MGT121
How Business Works (3 cr. hours)
Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.
Offered Fall, Spring
This introductory course is designed to acquaint the student with a broad variety of topics that are fundamental to the understanding of business. These include the essentials of economics, finance, management, marketing, international business, strategy and ethics. The study and discussion of current issues in each of these areas will be used to increase the student's understanding.

MGT131
Introduction to Human Resources and Ethics (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT161
This course will provide students with an introduction to human resource topics in business. Concepts in planning, job analysis and design, safety, recruitment and retention, employee development, and employee relations will be covered. An introduction to ethical concepts and systems of moral values will be included. This course will also provide students with skills and information to enable them to make competent ethical business decisions.

MGT140
Survey of Healthcare Organizations and Terminology (3 cr. hours)
Offered through Online & Off-Campus programs only
This course includes an overview of the healthcare industry and the important concepts needed to manage in the healthcare field.

MGT151
Medical Terminology (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: NAT150
This course includes a comprehensive study of the basic structure of medical terminology that is necessary to work in healthcare. Spelling is emphasized as the student develops a professional vocabulary.

MGT161
Introduction to Business (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisites: ENG141; Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.
This course is designed to present students with a broad view of the functional departments of business such as management, marketing, finance, human resources, law, economics, communications, social responsibility and ethics in business. Using text, discussions and projects, students deepen their understanding of the role of the integration of functional departments within a successful business.

MGT190, MGT290, MGT390, MGT490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

MGT201 (w)
Management of Organizations (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Fall, Spring
This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. The course will also examine the nature of the managerial job. This is a writing intensive course.

MGT221
Supply Chain Management (3 cr. hours)
Prerequisite: MGT201, MAT273
Offered Spring
This course is an overview of supply chain management and will briefly cover the topics of procurement, lean organizations, Total Quality Management, logistics and materials management.
MGT243
Current Issues in Healthcare (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT201
This course will address current and foundational topics in the healthcare industry necessary for complete, effective administration and management.

MGT301
Organizational Behavior (3 cr. hours)
Prerequisite: MGT201
Offered Fall, Spring
A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.

MGT317
Human Resource Management (3 cr. hours)
Prerequisite: MGT301
Offered Fall, Spring
A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.

MGT318
Total Compensation Management (3 cr. hours)
Prerequisite: MGT317
Offered Fall
A study of the total compensation management function in business, as evidenced through the human resource framework. Major areas of activity will include job analysis, job evaluation, establishing pay structures, and benefits.

MGT320
Human Resource Risk Management (3 cr. hours)
Prerequisite: MGT317 and LAW321
This course will examine the scope and role of HR in the occupational health and safety arena, the fundamental components of comprehensive programs and, more importantly, the interplay between these considerations and how important HR professionals are in their success. Topics covered include OSHA requirements, risk management and loss prevention, management of safety & workers’ compensation, employee assistance plans, preventative health issues, emergency response & preparedness, and developing a culture of safety, amongst others. There will be focus on the fundamental components of a comprehensive health and safety program to protect the employees in an organization and avoid costly liability.

MGT321
Operations Management (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT201
This course deals with the managerial functions directly related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRP, forecasting, scheduling, quality assurance and project management.

MGT324
Logistics and Distribution (3 cr. hours)
Prerequisites: MKT151 and MGT221
Offered Fall
A study of the movement of material and information throughout the supply chain. Topics include transportation, storage, DRP, warehouse selection and location, and distribution.

MGT351 (w)
Managing Diversity in the Workplace (3 cr. hours)
Prerequisite: MGT201; this is a writing intensive course.
Offered Fall, Spring
In the context of the growth of multinational enterprises and the increasing diversity of the American workforce, this course deals with gender, racial, age, cultural, and other differences in the workplace. The course will focus on being open, sensitive, and fair in dealing with differences and on using diversity as positive force within organizations. This is a writing intensive course.

MGT356
Quality Management (3 cr. hours)
Prerequisites: MGT221
Offered Spring
A study of Quality Management principles and philosophy including the ideas of Deming, Juran and Crosby, employee involvement, Kaizen, statistical process control, and Six Sigma.

MGT359
Small Business Management (3 cr. hours)
Prerequisites: MGT201 and Junior standing
Offered Spring
A study and analysis of the problems of operating a small business. Additionally, a discussion of the how’s, what’s and why’s an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.
MGT: MANAGEMENT (continued)

MGT361
Managerial Research Design and Analysis (3 cr. hours)
*Offered through Online & Off-Campus programs only*
Prerequisite: MAT174
This course is an introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete the Action Research Project and understand managerial decision-making.

MGT402
Training and Development (3 cr. hours)
Prerequisite: MGT317
Offered Fall
An advanced course designed to develop knowledge and skill in the design, development, delivery and evaluation of organizational and mob-related training and performance improvement programs.

MGT404
Organization Theory (3 cr. hours)
Prerequisite: MGT301 or GLM310H
Offered Spring
An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.

MGT411
International Management (3 cr. hours)
Prerequisite: MGT301 or GLM310H
Offered Fall, Spring
This course focuses on business across national boundaries. Topics covered include functional areas of management in MNES, impact of policy, society, economy, and geography on the international business environment and global strategic management.

MGT422
Materials Management and Procurement (3 cr. hours)
Prerequisites: LAW211 and MGT221
Offered Fall
Studying the requirements for managing the flow of materials in various processes to include planning and inventory control. The nature of the procurement function in organizations, including supplier relations, supplier selection, issuing of contracts, and contract law as it relates to procurement, long-term partnering and make versus buy decisions.

MGT434
Design Thinking & Process (3 cr. hours)
Prerequisites: MGT201, any ART course
Design thinking is an iterative, problem-solving process of discovery, ideation, and experimentation that employs design-based techniques to gain insight and yield innovative solutions for virtually any type of organizational or business challenge. In this course, students will examine the steps of the design thinking process and become familiar with the design processes. Students will develop skills as ethnographers, visual thinkers, strategists, and storytellers through lectures, discussions and collaborative projects. Students will directly apply what they have learned to challenges about which they are passionate. By the end of the course, the student will have iteratively moved between the scholar and practitioner roles. Students will untangle the complexities of related policy and explore innovative ways to create real impact.

MGT443
Strategic Human Resource Management (3 cr. hours)
Prerequisites: MGT318, MGT320 and LAW321
The course focuses on opportunities, planning, and emerging issues related to strategic human resource management. Learners will explore the alignment of business strategies and human resource management. Strategic human resource management will be defined and understood, emerging challenges will be discussed, how to strategically manage organizational change, and understanding the rationale for the creation of new roles and expectations of organizations required to be successful strategic business partners will be examined.

MGT445
Lean Organizations (3 cr. hours)
Prerequisite: MGT221
Offered Spring
The application of just-in-time principles throughout the supply chain, including how to define and eliminate waste; the utilization of information in lieu of inventory; Pull versus Push systems; Kanban signaling and material coordination; and an in-depth look at the Toyota Production System.

MGT470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of the School Dean or Designee
Provides the student with on-the-job experience in varied aspects of management. Hours and work assignments will be arranged on an individual basis.
MGT475
Internship and Professional Development Seminar (3 cr. hours)
Prerequisite: Senior standing
Offered Fall
This class is open to any business major. Students will be required to gain a minimum of 150 hours of volunteer or paid practicum experience related to their chosen field. Students are required to maintain a weekly journal blog and a daily log sheet provided by the faculty. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as electronic portfolios, interviewing, dining etiquette, and business career information.

MGT491
Management Research Project (3 cr. hours)
Offered through Online programs only
Prerequisite: MGT majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Management Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual’s entire professional career. The Research Project spans the complete curriculum. The Management Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Management Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

MGT495 (w)
Organizational Strategy (3 cr. hours)
Prerequisites: BBA major, FIN301 and Senior standing; this is a writing intensive course.
Offered Fall, Spring
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.

MGT496 (w)
Research Project I (3 cr. hours)
Offered through Off-Campus programs only
Prerequisite: Enrollment in the Organizational Management Major; this is a writing intensive course.
The research project is the most challenging part of the Organizational Management program. It is demanding, but when finished, it will have a pattern of research that can be used for an individual’s entire professional career. The research project spans the complete curriculum and involves the adult learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The project will focus many of the new skills that have been learned from the course work, including the practical application of statistics, time management, and organizational behavior. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience in the program. This is a writing intensive class.

MGT497 (w)
Research Project II (3 cr. hours)
Offered through Off-Campus programs only
Prerequisite: Enrollment in the Organizational Management Major and MGT496 earning a ‘C’ or better; this is a writing intensive course.
The research project is the most challenging part of the Organizational Management program. It is demanding, but when finished, it will have a pattern of research that can be used for an individual’s entire professional career. The research project spans the complete curriculum and involves the adult learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The project will focus many of the new skills that have been learned from the course work, including the practical application of statistics, time management, and organizational behavior. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience in the program. This is a writing intensive class.
MKT: MARKETING

MKT151
Introductory Marketing (3 cr. hours)
*Offered Fall, Spring*
This course exposes the student to the vocabulary of marketing and introduces many of the major principles and theories of the discipline. The focus of the course is on marketing’s relationship to the other business functions and on marketing function management as opposed to day-to-day marketing operations.

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

MKT252
Buyer Behavior (3 cr. hours)
*Prerequisite: MKT151*
*Offered Fall*
This course introduces the basic processes of and influences upon decision-making by both individual consumers and organizational buyers, as well as the implications of such information toward the development of marketing strategies.

MKT253
Marketing Communications (3 cr. hours)
*Prerequisites: MKT151 and MGT201*
*Offered Spring*
This course deals with operation and management of the advertising and promotion function with respect to both its positions within the marketing system and its relationship to the other business functions.

MKT350
Retailing Management (3 cr. hours)
*Prerequisite: MKT252 or MKT253*
*Offered Fall*
This course includes discussions of retailing functions and management of retailing as a system. Emphasis is on understanding the external environment of retailing and on the creation of an appropriate internal environment.

MKT354
Personal Selling (3 cr. hours)
*Prerequisite: MKT151*
*Offered Fall*
Personal Selling focuses on customers as individuals rather than target market groups. To do this, the student salesperson will learn to tailor sales call approaches and presentations, negotiation strategies, and service provisions to a specific person and organization. Given the independent nature of professional sales positions, the course also examines motivation, time management, and ethical issues.

MKT357
Business Marketing (3 cr. hours)
*Prerequisites: MKT253 or MKT350*
*Offered Spring*
Focusing on function management rather than function operation, this course explores in detail the nature of business-to-business markets and the differences in industrial buyer behavior and the marketing mix from that encountered in consumer markets.

MKT364
Event Marketing and Management (3 cr. hours)
*Prerequisites: MKT151, MGT201 and Junior standing*
*Offered Spring*
Examines the practices for scheduling, planning, organizing, promoting, and supervising commercial and private events. Business planning is emphasized as students are familiarized with theories, terminology, and logistics for marketing, promotions, management, decision making, and analyses of customer behavior. This course emphasizes the creation and implementation of core documents to present to prospective investors, clients, and employees.

MKT402 (w)
Marketing Research (3 cr. hours)
*Prerequisites: MAT273 and 300 level MKT course; this is a writing intensive course.*
*Offered Fall*
This course provides a study of marketing function information needs as well as an understanding of operating and managing the research process. This research process and its integral parts are studied in detail from the perspectives of providing actionable results and marketing controls. This is a writing intensive course.

MKT404
Global Marketing (3 cr. hours)
*Prerequisites: MKT151 and MKT402*
*Offered Spring*
This course examines the increasingly global nature of marketing management and addresses the issues involved when organizations expand into the arena of international competition. Particular attention is paid to the differences between cultures and the importance of sensitivity to them.
MKT: MARKETING (continued)

MKT470
Internship (3 cr. hours)
Prerequisite: Junior standing and permission of the School Dean or Designee
Under faculty member guidance and reporting to an agent of a selected firm the individual student works in some aspect of the marketing field: e.g., retail or wholesale sales, advertising and promotion or distribution. This real-world work experience contributes directly and substantially to the student’s major area of marketing interest. Work assignments are arranged on an individual student/company basis.

MKT491 (w)
Marketing Research Project (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MKT majors only; Senior standing and permission of School Dean or Designee
The Research Project is a challenging part of the Marketing Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual’s entire professional career. The Research Project spans the complete curriculum. The Marketing Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Marketing Research Project will focus many of the new skills that have been learned from the course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

MUP: MUSIC - PROFESSIONAL

MUP101
Music Fundamentals (3 cr. hours)
Prerequisite: No musical background is required or expected. Access to a piano/keyboard and music notation software is required.
Offered Fall
An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of theory at the keyboard, and rhythmic, melodic, and harmonic ear training. No musical background is required or expected. Access to a piano/keyboard and music notation software is required.

MUP121
Musicianship I (3 cr. hours)
Offered Fall even numbered years
This course covers the basics of music theory, including concepts of sound, music notation, rhythm, meter, intervals, modes, scales, and triads. Additionally, students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

MUP190, MUP290, MUP390, MUP490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary: May or may not be writing intensive.

MUP221
Musicianship II (3 cr. hours)
Prerequisite: MUP121
Offered Spring odd numbered years
This course presents an expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will also learn how these concepts apply to keyboard instruments playing scales, chords and harmonic progressions.

MUP240
The Rhythm Section (3 cr. hours)
Offered Spring odd numbered years
This course is designed to introduce students to playing and performing in a pop, jazz or rock rhythm section. Students learn the rhythm section roles and functions of keyboard, guitar, bass and drums, and over the course of the semester are introduced to basic playing technique on three different instruments. The course focuses on playing together in small groups of three or four students and is open to all students regardless of major or experience level.

MUP321
Musicianship III (3 cr. hours)
Prerequisite: MUP221
Offered Fall odd numbered years
This course addresses harmonic and formal analysis, basic part-writing techniques, and gives students a survey of compositional techniques used in Classical, Jazz, and Pop/Contemporary music. Students will simultaneously learn to apply these techniques to keyboard instruments through use of chord/melody playing, stylistic tendencies and practices, and the realization of printed sheet music (lead sheets, chorales, etc.).

MUP322
Musicianship IV (3 cr. hours)
Prerequisite: MUS321
Offered Spring even numbered years
This course presents students with advanced theoretical concepts by way of composition, basic arranging and orchestration, analysis, transcription and the development of advanced aural skills. Keyboard skills studied include the playing of advanced scales, chord inversions, basic accompanying, printed music interpretation, improvisation and sight-reading. The course requires students to demonstrate a minimum level of functional keyboard proficiency.
MUP: MUSIC - PROFESSIONAL

MUP351 & MUP352
Music Listening and Analysis I & Music Listening and Analysis II (3 cr. hours each)

Prerequisite: MUP221; Must be taken in sequence

MUP351 offered Fall odd semesters, MUP352 offered Spring even semesters

This sequence is designed to give students an exposure to the evolution of music history, but with an approach that differs from traditional music history courses. Instead of presenting dozens of musical styles and hundreds of composers and performers, the courses explore a limited number of significant pieces at a greater depth, using these representative examples to develop students' critical listening and analytical skills, aesthetic sensibilities, and historical and sociological awareness. This approach allows students to be better equipped to pursue their own study of music that most interests them and is most applicable to their own career aspirations.

MUS: MUSIC

MUS100
Music Convocation (0 cr. hours)

This course requires students to attend on-campus recitals, workshops, presentations and master classes, presented by University staff, faculty and students. These convocations will be held one hour per week at a consistent time, e.g. Wednesdays at noon.

MUS110/210/310/410
Instrumental Ensembles (1 cr. hour)

Offered Spring

Students in University bands explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles, in order to achieve both the individual'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.
MUS117/217/317/417
Private Music Instruction: Secondary Area (1 cr. hour)
Private music instruction fee required
Offered Fall
This individual study is based on fundamentals of technique and basic musicianship on the student's secondary performance area, which may include vocal or instrumental music, music production and/or beatmaking, or music composition and arranging. Students meet with an instructor of their given instrument or performance medium 50 minutes per week for private lessons in order to address individual issues related to the student's individual technical and artistic development. A final examination is conducted by jury. Private music instruction fee required.

MUS118/218/318/418
Private Music Instruction: Secondary Area (1 cr. hour)
Private music instruction fee required
Offered Spring
This individual study is based on fundamentals of technique and basic musicianship on the student's secondary performance area, which may include vocal or instrumental music, music production and/or beatmaking, or music composition and arranging. Students meet with an instructor of their given instrument or performance medium 50 minutes per week for private lessons in order to address individual issues related to the student's individual technical and artistic development. A final examination is conducted by jury. Private music instruction fee required.

MUS190, MUS290, MUS390, MUS490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

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

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

MUS244 (w)
Survey of American Popular Music (3 cr. hours)
Prerequisite: ENGL142, this is a writing intensive course.
Offered Spring even numbered years
This course is designed to provide a general historical overview of the development of popular music in the United States. Students will learn to listen closely and critically to popular musical styles; appreciate the historical and social contexts of popular music; understand some of the people, institutions and conditions that have shaped popular music; and think creatively and critically about the cultural role of popular music. This is a writing intensive course.

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

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

MUS427
Music Business Seminar (3 cr. hours)
Prerequisites: MUS230, MUS324, and MUS327
Offered Spring odd numbered years
This course provides students with the opportunity to explore the current state and the future of the recording industry, music publishing industry, and music industry and intellectual property law. Students conceive and develop ideas and proposals for musical entrepreneurship, and create an individual project that draws together work from previous courses and their own musical and professional experience.
NAT: NATURAL SCIENCES

NAT114
Survey of Science (3 cr. hours)
Offered Fall, Spring
A general science course that entails a brief overview of the major science disciplines of biological science, earth science, physics, and chemistry. The student will be able to demonstrate knowledge of basic concepts and principles of biology, earth/space science, chemistry, and physics and demonstrate an understanding for the process of scientific discovery and their implications in our society.

NAT124 (w)
Introduction to Athletic Training (3 cr. hours)
Offered Spring
This course emphasizes the prevention, recognition, and treatment of athletic injuries. Taping, wrapping, and reconditioning of athletic injuries are also covered in this course. Additionally, First Aid and CPR are a part of the curriculum.

NAT146 (w)
Introduction to Exercise Science (3 cr. hours)
This is a writing intensive course.
Offered Spring
This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology. This is a writing intensive course.

NAT150
Introduction to Anatomy & Physiology (3 cr. hours)
Co-requisite: NAT150L
Offered Fall
This course will provide students with an introduction to the structure and function of each body system. The most common diseases and disorders are explored to understand the physician's diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.

NAT150L
Introduction to Anatomy & Physiology Lab (1 cr. hour)
Co-requisite: NAT150
Offered Fall
This laboratory will cover foundational anatomy & physiology concepts via the use of virtual dissection, imaging, and histology. The lab allows students to interactively label, dissect, and identify various structures of the human body. This lab is an excellent tool that allows students to implement theoretical concepts and nomenclature of the human body into practice.

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

NAT201
Principles of Physical Science (3 cr. hours)
Offered Fall even numbered years
An introductory study of physics, chemistry, astronomy, earth science, and weather. The following topics are explored: motion, energy, heat, wave motion, sound, light, atomic structure, elements, chemical change, the universe, the solar system, rocks and minerals, earthquakes, weathering and erosion, volcanoes, plates, the atmosphere, clouds, storms, tornadoes, and climate.

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

NAT210
Oceanography (3 cr. hours)
Offered Fall odd numbered years
An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.

NAT215
Environmental Science (3 cr. hours)
Offered Spring even numbered years
An introduction to the basic chemical, physical, and geological aspects of environmental sciences. Topics to be covered include ecosystems, physical, chemical, and geological processes involved in shaping the environment, political, economic, and social impacts of the environment, pollution, and the major contemporary environmental issues with examples from Ohio and surrounding states.
NAT 220  
Survey of Health Issues (3 cr. hours)  
Offered Fall odd numbered years  
Health decisions made today are the building blocks for future personal health. This course will assist the student in making personal health decisions by introduction of resources and information pertaining to various health issues, health trends and examination of issues pertinent to the life of today’s college student.

NAT 225  
Motor Development (3 cr. hours)  
Offered Spring  
Students in this course will learn the processes and mechanisms underlying the development of motor skills from birth to adulthood. The study of neurological, physiological, intellectual, social, and emotional factors that influence gross and fine movement activities will be included in this course.

NAT 260  
Lifetime Fitness and Wellness (3 cr. hours)  
Offered Fall  
This course examines the development of wellness plans including nutrition and diet plans, exercise programs, health related physical fitness, healthy lifestyles and positive decision-making skills. Wellness evaluation and assessment are also included.

NAT 275  
Introduction to General Chemistry (3 cr. hours)  
Prerequisites: MAT 174/181, and basic chemistry or biology recommended  
Offered Spring  
The General Chemistry course is a 3 credit hour lecture class with no laboratory required. The course is an introduction to the basic concepts of chemistry and will serve as the chemistry requirement for the General Science major and for the training of Middle School teachers.

NAT 291 (w)  
Drugs and the Body (3 cr. hours)  
This is a writing intensive course.  
Offered Spring odd numbered years  
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.

NAT 310 (w)  
Human Anatomy and Physiology (3 cr. hours)  
This is a writing intensive course.  
Offered Fall  
This course will acquaint the student with the general structure (anatomy) and function (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. This is a writing intensive course.

NAT 312  
Environmental Health (3 cr. hours)  
Offered through Online & Off-Campus programs only  
Prerequisites: CHM 131 and CHM 131L  
This course provides exposure to foundational and emerging issues in environmental health. Impact on human health and approaches to improve current status of the environment are addressed. This course also examines the application of tools to access environmental disease within various domains.

NAT 315  
Biomechanics of Sport and Exercise (3 cr. hours)  
Co-requisite: NAT 315L  
Offered Fall  
This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement.

NAT 315L  
Biomechanics of Sport and Exercise Lab (1 cr. hour)  
Co-requisite: NAT 315; There will be a lab fee associated with this course.  
Offered Fall  
This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement. The course will provide students with practical laboratory experiences related to the field of biomechanics.

NAT 316  
Nutrition for Sport and Exercise (3 cr. hours)  
Offered Spring  
The course will examine the effects of many of the macronutrients and micronutrients and the specific contexts in which exercise and nutrition interact to cause predictable outcomes in health and performance.
NAT: NATURAL SCIENCES (continued)

NAT321
Community and Public Health (3 cr. hours)
Offered through Online & Off-Campus programs only
Prerequisite: MGT140
Students are provided with an overview of past, current, and future status of community and public health, with emphasis placed on awareness and methods to improve existing status. Current health of the nation and society is assessed.

NAT322
Kinesiology (3 cr. hours)
Offered Fall
The scientific study of human movement has been defined as Kinesiology, also known as human kinetics. This course will examine the relationship of the anatomical, physiological, and the mechanical principles of human motion.

NAT342
Exercise Assessment and Prescription (3 cr. hours)
Prerequisite: BIO312 and BIO312L Co-requisite: NAT342L
Offered Fall
This course is based on the study of methods of determining fitness levels and developing safe exercise programs. In this course, exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases.

NAT342L
Exercise Assessment and Prescription Lab (1 cr. hour)
Co-requisite: NAT342
The course will provide students with practical laboratory experiences related to the field of Exercise Assessment and Prescription.

NAT418
Epidemiology (3 cr. hours)
Prerequisite: HCA362
This course provides the student with a comprehensive overview of main concepts and methods of epidemiology. Students will gain the ability to apply these foundational concepts and methods, while also critically interpreting existing findings.

NAT422
Exercise Physiology (3 cr. hours)
Prerequisite: BIO312 and BIO312L
The study of the acute responses and chronic adaptations to a wide-range of physical exercise conditions is defined as exercise physiology. The analysis, improvement, and maintenance of health and fitness are possible by the identification of physiological mechanisms underlying physical activity. This course will provide students with an understanding of the functioning of the systems of the human body during exercise.

NAT422L
Exercise Physiology Lab (1 cr. hour)
Co-requisite: NAT422; There will be a lab fee associated with this course.
Offered Spring
The course will provide students with practical laboratory experiences related to the field of exercise physiology.

PHI: PHILOSOPHY

PHI110
The Art of Reasoning (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Fall, Spring
This course introduces students to philosophy through a study of the art of reasoning, which is essential in any field or endeavor that requires clear, skillful and critical thinking. Students will learn how to classify concepts, formulate definitions, analyze and evaluate propositions, analyze, construct and evaluate arguments, and identify common fallacies in reasoning. The study is oriented towards practical applications and involves a variety of skills in the analysis and evaluation of reasoning in daily life, scientific inquiries and professional fields.

PHI112
Great Philosophers (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Fall, Spring
This course introduces students to philosophy through a historical study of great philosophers and their representative works. The course study may be a survey of the history of philosophy, the history of philosophy in a particular culture (e.g., a history of Chinese philosophy), the history of a particular area in philosophy (e.g., a history of epistemology), a survey of a particular historical period (e.g., ancient Greek philosophy), a study of a particular school (e.g., pragmatism) or a study of one philosopher's work (e.g., Plato).

PHI190, PHI290, PHI390, PHI490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.
PHI: PHILOSOPHY (continued)

PHI210 (w)
Philosophical Problems (3 cr. hours)
Prerequisite: ENG141; this is a writing intensive course.
Offered Fall
This course introduces students to philosophy through a survey of the core questions in some of the main areas in philosophy. These areas of philosophy may include philosophy of religion, metaphysics and epistemology, philosophy of mind, ethics, philosophy of life, social and political philosophy, and so on. In the study of each area, students will be exposed to different schools of thought. The course may also be taught as a study of a particular school of thought in philosophy (e.g., rationalism), examining its theories in the above-mentioned areas of philosophy. This is a writing intensive course.

PHI212
Symbolic Logic (3 cr. hours)
Prerequisite: ENG141
Offered Spring
This course introduces students to philosophy through a study of reasoning in a symbolic system, including sentential (or propositional) and quantificational (or predicate) systems. Students will learn how to translate claims and arguments expressed in a natural language into a system of logical symbols, evaluate those claims and arguments in accordance with logic rules that are also formulated in that system of logical symbols, and enjoy the simplicity and precision of logical thinking.

PHI215
Ethics (3 cr. hours)
Prerequisite: ENG141 or concurrent
Offered Fall, Spring
This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

PHI305
Applied Ethics (3 cr. hours)
Offered through Online & Off-Campus Programs only
Prerequisites: ENG141
This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

PHI306
Business Ethics (3 cr. hours)
Offered through Online & Off-Campus Programs only
Prerequisite: ENG141
This course is designed for students majored in business. Students in other majors may take this course as an elective. Through the course study, students will acquire knowledge and skills necessary for analyzing personal and social value systems, understand ethical principles in business practice, and learn how to apply moral approaches in dealing with issues, problems and cases in such areas of business practice as leadership, management, marketing, partnership, employment relation, environmental care, and so on.

PHI307
Medical Ethics (3 cr. hours)
Offered through Online & Off-Campus Programs only
Prerequisites: ENG141
This course is a critical examination of various moral problems present within the healthcare industry. The emphasis is given to those moral problems that arise for stakeholders within the healthcare industry, especially for those in a decision-making role involving conflicting values, each of which represents something good in itself in order to do what is right.

PHY: PHYSICS

PHY211
General Physics I (3 cr. hours)
Prerequisites: MAT181, MAT275 or MAT281 Co-requisite: PHY211L
Offered Fall
The course will serve as an introduction into the basic concepts of general physics and will serve as the physical requirement for the advanced forensic science major, for the middle school certification program, and for the general science program. Students will be expected to apply these concepts in the required lab.

PHY211L
General Physics I Lab (1 cr. hour)
Prerequisite: MAT181, MAT275 or MAT281 Co-requisite: PHY211; A lab is required for the corresponding course unless a lab was previously completed with a grade of ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall
This course represents the laboratory section of the first half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This first semester laboratory section will cover mechanics and thermodynamics.
**PHY: PHYSICS** (continued)

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

**PHY212L**
Physics II Lab (1 cr. hour)
*Co-requisite: PHY212L* A lab is required for the corresponding course unless a lab was previously completed with a grade of ‘C’ or better. There will be a lab fee associated with this course.
*Offered Spring*
This course represents the laboratory section of the second half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This second semester laboratory section will cover electromagnetism, light and optics, and modern physics.

**POL: POLITICAL SCIENCE**

**POL101**
Introduction to the American Political Process (3 cr. hours)
*Offered Fall, Spring*
A survey course that covers the American democratic process and the distribution of authority and responsibility between the federal, state, and local levels.

**POL151**
Introduction to National Security Studies (3 cr. hours)
*Prerequisite: ENG141*
*Offered Fall, Spring*
This course provides an introduction to the study of national security and the national security process. It introduces students to the instruments of national power and how those instruments are used to support and achieve national interests and objectives. The course introduces the key actors, processes, and issues associated with national security. Students will have a better understanding of the complexities and challenges associated with security policy in a world characterized by globalization.

**POL190, POL290, POL390, POL490**
Special Topics (3 cr. hours)
*Prerequisite: None, unless listed in the schedule of courses.*
Topics will vary. May or may not be writing intensive.

**POL201**
Political Geography (3 cr. hours)
*Offered Fall*
This course begins with an introduction to the current political map of the world. Students will learn to identify continents, countries, capitals, and major cities. Second emphasis is on the relationships among the physical environment, landforms, climate, resources, and political boundaries.

**POL205 (w)**
The Presidency (3 cr. hours)
*Prerequisite: POL101; this is a writing intensive course.*
*Offered Spring*
The course studies the American presidency from 1787 to the present and examines the history, development, and operation of the U.S. presidency. Analysis is of the institution of the presidency, its functions, formal and informal relationships, and its limitations within the American political system. Emphasis is on the dynamics of the presidency, including presidential personality, conceptions of role, impact of public opinion, and responses to changes in the environment. Also considered are the evolution of the presidency, its powers and restraints; organizing and using White House staff; executive decision-making; and contemporary views of the office. This is a writing intensive course.

**POL206**
Congress (3 cr. hours)
*Prerequisite: POL101*
*Offered Spring*
The course studies the organization, operation, and politics of Congress; problems of representation, leadership, relations with interest groups, the White House, and the bureaucracy. The course examines the history, development, and operation of the U.S. Congress. Attention is given to congressional elections, congressional-presidential relations, and the policy-making process, and the sociology and politics of legislative process; legislative recruitment, structure and influence of the committee system, impact of party leadership, and nature of legislative decision-making.

**POL207**
The Courts (3 cr. hours)
*Prerequisite: POL101*
*Offered Fall*
The course analyzes the political context of the judicial process. Topics covered include the structure and function of American court systems, court staffing, judiciary, roles of lawyers and other actors in the American legal system.
POL225
Introduction to Intelligence Studies (3 cr. hours)
This course introduces the basic structure of the intelligence community and the role of intelligence in maintaining national security. Students will become familiar with the history and evolution of intelligence and the intelligence process. They will be introduced to the laws and directives that guide the intelligence community and the ethical considerations inherent in the field.

POL310
Public Policy (3 cr. hours)
Prerequisites: POL101 and MGT201
Offered Fall even numbered years
This course uses the case study method to analyze current issues in public policy. Students study both policy formation and implementation. Typical topics include social security, welfare, education, energy, defense, and tax reform.

POL311
Federalism (3 cr. hours)
Prerequisite: POL101
Offered Fall
The course examines the nature of American Federalism and the dynamics of intergovernmental relationships; its organization, structure, powers, and functions of state and local governments. The course examines the role of the national and the state governments in intergovernmental relations as well as the state, local, interstate and interlocal relations. Issues of federal grants, fiscal outlook of cities, problems of inner cities, and metropolitan governments are also discussed.

POL313
American National Security Policy (3 cr. hours)
Prerequisite: POL101
Offered Spring
Students trace the development of national security in the United States from its conceptual birth during World War II to the present day, including the role that intelligence plays in national security policy. The course examines how national security policy has developed through succeeding presidential administrations.

POL320
Public Administration (3 cr. hours)
Prerequisites: POL101 and MGT201
Offered Spring odd numbered years
This course examines the management of government at local, state, and federal levels. Emphasis is on the function and control of government agencies, the nature of bureaucracy, planning, budgeting, and decision making in the public sector.

POL330
Political Parties and Pressure Groups (3 cr. hours)
Prerequisite: POL101
Offered Fall
This course 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.

POL341
Covert Action and Intelligence (3 cr. hours)
Prerequisite: POL151
Offered Fall
This course examines the function and functioning of the intelligence process – from collection to analysis to policy use – within the 3 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.

POL345
Economic Instruments of Security Policy (3 cr. hours)
Prerequisites: POL101 and ECO221
Offered Spring even numbered years
The course examines the government's evolving use of economic instruments of national power to promote our national security and our national interests.

POL350
International Security (3 cr. hours)
Prerequisite: POL151
Offered Fall even numbered years
Students will study how nations interact with each other. They will study the development of nationalism as the primary model for explaining how nations relate to one another. The course will also trace the recent development of 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.

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

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

POL420
Transnational and Unconventional Threats (3 cr. hours)
Prerequisite: POL151
Offered Fall even numbered years
Students will examine some of the unconventional security threats posed by transnational actors and organizations. Topics to be covered include globalization, WMD proliferation, drug cartels, energy security, information security, pandemics, and border security. Students will also critically assess how best to organize America’s national security apparatus to respond to these wide-ranging unconventional threats.

POL425
Intelligence Analysis (3 cr. hours)
Prerequisite: POL341 recommended
Offered Fall
The intelligence world is one of ambiguity, nuance, and complexity. Knowing one’s enemies and knowing one’s self has been sage advice for centuries. But how does one know what your enemies are thinking? This course focuses on the conversion of processed information into intelligence through the integration, analysis, evaluation, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. Analysis is but one phase of the intelligence process, but it is perhaps the most important. Students who take this course will expand their research, computer, communication, and analytical skills in order to identify significant facts and derive sound conclusions from imperfect and often contradictory information and flawed evidence.

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

PSY: PSYCHOLOGY

PSY101
Introduction to Psychology (3 cr. hours)
Offered Fall, Spring
Introduction to psychology as a behavioral science, including historical background, human development (genetic and physical) from birth through death, the senses and perception, intelligence and creativity, and the principles of conditioning, learning, memory, and forgetting.

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

PSY201 (w)
Introduction to Professional Practices (3 cr. hours)
Prerequisite: PSY101; this is a writing intensive course.
Offered Fall, Spring
Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional résumé. Guest speakers, field trips, and other out-of-class experiences expand students’ understanding of the diversity and challenges of modern behavioral science and practice. This is a writing intensive course.

PSY263
Theories of Personality (3 cr. hours)
Prerequisite: PSY101
Offered Fall even numbered years
An overview of historical and current theories regarding personality formation and development, and methods of measuring personality characteristics. Psychodynamic, humanistic, behaviorist, trait, and cognitive approaches are discussed.

PSY265
Lifespan Development (3 cr. hours)
Prerequisite: PSY101
Offered Spring even numbered years
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.
PSY: PSYCHOLOGY (continued)

PSY269
Human Sexuality (3 cr. hours)
Prerequisite: PSY101
Offered Fall
Examines physiology of human sexuality as well as psychosocial aspects of the field. Considers sexual orientation, sexual dysfunction and paraphilia, sex therapy, theories of attraction, and current research.

PSY301
Adult Development and Life Assessment (3 cr. hours)
Offered through Online & Off-Campus programs only
Course closely examines the nature of transitions in adult life and explores the skills needed to successfully navigate those transitions by ‘mastering the art of self-renewal’. Through a process of self-discovery, adult learners come to a new understanding of themselves and others.

PSY302
History and Systems of Psychology (3 cr. hours)
Prerequisite: PSY201
Offered Spring
The long past and short history of the formal discipline of psychology are presented in a combined lecture/seminar format. Of primary emphasis are the philosophical foundations of modern psychological concepts and the personal lives and times of those who founded the field. Students engage in classroom debates, find and present in class biographical information pertaining to historical figures in psychology, and complete a project with a historical theme.

PSY320
Motivational Psychology (3 cr. hours)
Prerequisite: PSY101
Offered as needed
Course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.

PSY325
Introduction to Industrial/Organizational Psychology (3 cr. hours)
Prerequisite: PSY101
Offered as needed
This course is an overview of the field of Industrial/Organizational Psychology. It includes such areas as a history of I/O, methodology, job design and analysis, psychological testing, employee recruitment, selection, training, performance appraisal, motivation, satisfaction, emotions, personnel and organizational development, multiculturalism and diversity, leadership, group dynamics, health and safety, stress and conflict management, ergonomics, and consumer psychology.

PSY333
Experimental Psychology (3 cr. hours)
Prerequisites: PSY101 and SCS300
Offered Spring
Intensive instruction and hands-on experience in the designing, conducting, interpreting and reporting of psychological experiments. Ethical considerations, measurement and sampling issues and various categories of experimentation are discussed.

PSY344
Psychology of Terrorism (3 cr. hours)
Prerequisite: PSY101
Offered Fall
This course provides a comprehensive review of the scientific and professional literature analyzing key research findings on the “psychology of terrorism.” The course will identify, describe, and evaluate what contribution psychological theory and research have made to understanding terrorists and terrorism and the impact on victims. Typologies and group differences in terrorism will be explored. Current and future research directions in studying terrorism and counterterrorism are offered.

PSY360
Introduction to Counseling (3 cr. hours)
Prerequisite: PSY101
Offered Spring
Provides a theoretical survey of the field of counseling. Major emphasis is on such topics as ethical considerations, the intake interview, counselor roles and client roles, goals of counseling, referrals and liaisons in the community, vocational counseling, tests and instruments used in the counseling process and research on the counseling process.

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

PSY363
Cognitive Psychology (3 cr. hours)
Prerequisite: PSY101
Offered Fall odd numbered years
An overview of the issues, concepts, and current research evidence regarding the mechanisms, processes and content of thought. Attention and perception, memory, language, and problem solving are discussed.
PSY: PSYCHOLOGY

PSY364
Evolutionary Psychology (3 cr. hours)
Prerequisite: PSY101 or SOC101
Offered Spring even numbered years
Students examine current evidence regarding the origins of human thought and behavior from the perspective that many aspects of “human nature” can be understood usefully as sets of processes that were designed by natural selection to solve adaptive problems faced by our evolutionary ancestors. Among the issues to be addressed are human survival, sex, and mating strategies, conflict between the sexes, and the emergence of moral codes.

PSY401
Biological Foundations of Behavior (3 cr. hours)
Prerequisites: PSY101 or EDU250
Offered Spring
This course is an introduction to behavioral neuroscience, a branch of psychology that concerns itself with relationships between the brain, nervous system and behavior. Topics include the structure and functioning of individual nerve cells, the structure and functioning of brain components, brain/nervous system control of relatively simple behavior such as movement, sensation, perception, and motivated behaviors, physiological regulation of sleep and memory; and, biologically based clinical syndromes such as mood disorders, schizophrenia, and Alzheimer's disease.

PSY440
Comparative Psychotherapies and Therapeutic Techniques (3 cr. hours)
Prerequisite: PSY360
Offered Spring
An in-depth exploration of the major, extant psychotherapeutic theories and experiential exposure to those techniques appropriate for use by an entry level counselor; emphasis will be on behavioral, cognitive and humanistic approaches.

PSY445 (w)
Psychometrics (3 cr. hours)
Prerequisite: PSY101 and SCS300; this is a writing intensive course.
Offered Fall even numbered years
A survey of issues and concepts involved in the measurement of psychological characteristics such as knowledge, personality, intelligence, creativity, psychopathology, etc., including demonstrations of some commonly employed psychological tests. This is a writing intensive course.

SAS: ARTS & SCIENCES

SAS465
Managing the Arts (3 cr. hours)
Prerequisite: MGT201 and one from ART201 or MUS223 or THR222
Offered Spring odd numbered years
This course provides an overview of the conceptual and practical structures of arts management for nonprofit 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, nonprofit organizations, artist representation, programming, and audience development, the course gives practical applications of arts management for gallery administrators and performing arts presenters.

SAS470 (w)
Internship (3 cr. hours)
Prerequisite: By permission of the School Dean or Designee; this is a writing intensive course for General Science Majors.
The internship requires fieldwork in an agency appropriate to the student's career objectives. This course is required for arts administration, general sciences and psychology majors. The course is a choice with SAS 499 Senior Seminar for the Communication, English, and History majors. This is a writing intensive course for General Science Majors.

SAS499 (w)
Senior Seminar (3 cr. hours)
Prerequisite: Senior Status Bachelor of Arts degree candidates only; this is a writing intensive course.
Students will pursue individual projects in a group setting. An interdisciplinary perspective is encouraged. This is a writing intensive course.

SCS: SOCIAL SCIENCES

SCS110
Foundations of Success (3 cr. hours)
Offered through Online & Off-Campus programs only
This course introduces students to scientific research on the psychology of success. It is designed with the goal of helping the student develop motivation and behavioral strategies for success in college, work, and beyond.

SCS220
Introduction to Leadership (3 cr. hours)
Offered Fall
This foundational course introduces students to concepts and theories of leadership to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership.
**SCS: SOCIAL SCIENCES (continued)**

**SCS300 (w)**
Research Design (3 cr. hours)
*Prerequisite:* MAT273; this is a writing intensive course.
*Offered Fall, Spring*
A skill development course focused on generating, obtaining, analyzing and disseminating data, information and knowledge in behavioral sciences. Students will undertake a formal research project. This is a writing intensive course.

**SCS375**
OPOTA Practicum (15 cr. hours)
*Prerequisite:* Acceptance into program by OPOTA
This course is designed for the student who wishes to get their Ohio Police Officer certification. The course currently consists of 600 hours of training mandated, designed and overseen by the Ohio Police Officer's Training Academy. The successful completion of this course will certify the student as an employment ready police officer in the State of Ohio.

**SCS440**
Theory and Application of Leadership (3 cr. hours)
*Offered Spring*
This interactive course examines theories and approaches to leadership. This course provides historical analysis of leaders and the evolution of leadership theory as well as gender and cultural approach to the topic. Students will gain an understanding of the leadership process and its elements, leaders, followers and contexts. The course will review the scholarship and research of leadership and provide a synthesis of the contemporary leadership models.

**SCS450**
Human Services Capstone (3 cr. hours)
*Prerequisite:* SC300, Senior standing
This capstone course in Human Services is designed for students nearing the end of their undergraduate program. It is designed to help students integrate their knowledge and apply the skills they have acquired in the program to think critically about important issues in Human Services and professional helping. The capstone course includes development of a professional portfolio, which can be utilized towards the requirements of national certification from the National Organization in Human Services. It is also designed to help students use their undergraduate training and experiences to help them understand personal issues and formulate career goals and directions.

**SCS470**
Internship I (3 cr. hours)
*Prerequisite:* Junior standing and permission of the School Dean or Designee
Internship is fieldwork in an agency appropriate to the student's career objectives.

**SCS471**
Internship II (3 cr. hours)
*Prerequisites:* SCS470 and permission of the School Dean or Designee
A continuation of Internship I for students who wish a more rigorous and in-depth experience.

**SCS491**
Senior Seminar I (3 cr. hours)
*Prerequisites:* SCS300, senior Psychology majors only
Students will design a project and complete a documented literature review for that project. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student’s course of study to date. This course is a foundation for and an integral part of SCS492.

**SCS492**
Senior Seminar II (3 cr. hours)
*Prerequisites:* SCS491, senior Psychology majors only
Students will implement, complete, document, and report on individual senior projects deriving directly from and building on work completed in SCS491. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student’s course of study to date.

**SOC: SOCIOLOGY**

**SOC101**
Principles of Sociology (3 cr. hours)
*Offered Fall, Spring*
Introduction to the basic concepts of sociological study, elements of social life, social patterns and institutions, and the process of maintenance and change in society.

**SOC190, SOC290, SOC390, SOC490**
Special Topics (3 cr. hours)
*Prerequisite:* None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

**SOC250**
Social Psychology (3 cr. hours)
*Prerequisite:* PSY101 or SOC101, Education students: EDU250 or EDU316
*Offered Spring*
Study of the influences that people have on the beliefs and behaviors of others. Topics will include social perception and attribution, self-presentation, attitudes and attitude change, aggression and violence, group dynamics, and their relationship to selected fields.
SOC280
Sports in American Society (3 cr. hours)
Prerequisite: SOC101
Offered Fall
Survey of the influential role of the growth of sports and the sports industry in American culture. Examines the ideas of sports building character, providing for social mobility, and acting as a positive outlet for aggressive action. Considers the problems of cheating, drug usage, and the fostering of racism. The values and practices of professional and commercial sports will be compared and contrasted with those of educational and amateur athletics.

SOC310
Sociology of the Family (3 cr. hours)
Prerequisite: SOC101
Offered Spring even numbered years
The sociological analysis of the family, its development as a social institution, its relationship to society, and its contributions to personality development.

SOC320
Community Sociology (3 cr. hours)
Prerequisite: SOC101
Offered Fall even numbered years
Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the basis for community research.

SOC350
Social Behavior (3 cr. hours)
Offered through Online & Off-Campus programs only
This course focuses on how people think about, influence, and relate to others as well as how others influence our perception of ourselves. This course will also examine how people act in groups and how groups affect their members. Some of the topics in this course include social perception, attitudes and persuasion, prejudice and discrimination, different sources of social influence, helping behavior and aggression. Emphasis will be placed on how concepts and research in social psychology can be applied to various aspects of the criminal justice system.

SOC360 (w)
Multicultural Issues in Society (3 cr. hours)
Prerequisite: SOC101; this is a writing intensive course.
Offered Fall, Spring
An analysis of the issues relating to the economic, political, and social positions of minority groups within the United States will be presented. Interactions among historical and current social forces and institutions that influence groups and individual behaviors will be examined. New trends in inter-group relations, emergence of new minorities, and the contesting for program funding and services will be explored. The struggles over income, property, and power on the interpersonal, community, national and international levels will be presented. This is a writing intensive course.

SOC361
Sociology of Gender (3 cr. hours)
Prerequisite: SOC101
Offered Spring odd numbered years
Sociopsycho-historical development of sex roles within contemporary society. Analysis of the significant influences social institutions play throughout development of sex roles.

SOC380
Social Movements and Ideologies (3 cr. hours)
Prerequisite: SOC101
Offered Fall odd numbered years
The analysis of the collective response to situations of social tension and change that take the form of social movements and their accompanying ideologies, both from a historical and contemporary viewpoint.

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

SPA101
Elementary Spanish I (3 cr. hours)
There will be a lab fee associated with this course.
Offered Fall
The course will set the foundation for further language study. All elements of second language acquisition will be addressed. Due to the nature of the course and subject, all students are required to participate orally. Geography and cultural elements will also be covered.
SPA: SPANISH (continued)

SPA102
Elementary Spanish II (3 cr. hours)
Prerequisite: SPA101 or placement; There will be a lab fee associated with this course.
Offered Spring
The course will enhance the student's ability to communicate in the foreign language in the 3 types of oral communication - interpersonal, presentational, and interpretive. Further emphasis will be placed on cultural items and global awareness. Grammatical elements required to complete the listed tasks will be presented as needed. There will be no English spoken in this course.

SPA201
Intermediate Spanish I (3 cr. hours)
Prerequisite: SPA102 or placement; There will be a lab fee associated with this course.
Offered Fall
This course is designed to provide an intermediate study of the Spanish language and culture, with emphasis on speaking, listening and reading. The course is taught in Spanish. Students will explore Hispanic culture through study of the language and be given opportunities to discuss lessons in conversation.

SPA202
Advanced Spanish Language and Literature: The Novel (3 cr. hours)
Prerequisite: SPA201 or equivalent as determined by instructor; There will be a lab fee associated with this course.
Offered Spring
This course is designed to provide an advanced study of the Spanish language and culture through the exploration of a Spanish-language novel, with emphasis on speaking, listening, and reading. The course is taught in Spanish. Students will explore Latin American culture through study of the language and be given opportunities to discuss lessons in conversation.

SRM: SPORTS AND RECREATION MANAGEMENT

SRM160
Introduction to Sports and Recreation Management (3 cr. hours)
Prerequisite: ENG141
Offered Spring
This course will give the students a fundamental understanding of the career avenues in sport and recreation. Industry specialists present an eclectic orientation of the sport and recreation field. Academic topics include industry definitions, evolution, curriculum components, experiential learning, career and internship opportunities, applied and theoretical research, leadership, governance, and ethics.

SRM190, SRM290, SRM390, SRM490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses. Topics will vary: May or may not be writing intensive.

SRM220
Principles of Athlete Development (3 cr. hours)
Prerequisites: SRM160 and PSY101
Offered Fall
This course explores the physical, psychological, and emotional aspects of development for athletic performance at the youth & interscholastic, recreation and leisure, intercollegiate, professional, and elite level. Issues will also address athlete development influenced by substance abuse, career-transition, and off-field behaviors.

SRM235
Sport Writing for Marketing and Promotions (3 cr. hours)
Prerequisite: ENG141
Offered Spring
This course is designed to assist students in understanding the techniques of writing common to the sports business with a focus on social and digital media applications for successful marketing and promotion campaigns. Students will gain exposure to writing, designing, and editing a variety of documents used for sport sponsorship proposals, brand awareness campaigns, fan loyalty programs, marketing plans, endorsement deals, and event fundraising plans. Students will apply fundamental principles of sport blogging, meeting deadlines, and web layout for the internet.

SRM291
Recreation and Sport Program Administration (3 cr. hours)
Prerequisite: SRM160
Offered Spring
This course emphasizes the history, philosophy, scope, and value of recreation administration. Working closely with municipal park and recreation department personnel, students explore the principles and techniques for effective leadership in the organization and operation of recreational sport programming in a variety of settings. Practical experience is available in supervising recreation programs at the YMCA, community parks, college intramurals, and local school systems. This course requires a minimum of ten hours of field experience.

SRM315
Supervision in Sports and Recreation (3 cr. hours)
Prerequisites: SRM160 and MGT201
Offered Spring
This course explores the responsibilities and duties of sport supervisors in the youth, scholastic, collegiate, club, and professional sectors on a national and global scale.
SRM: SPORTS AND RECREATION MANAGEMENT (continued)

SRM325
Facilities Design and Management (3 cr. hours)
Prerequisites: LAW260, MGT201 (LAW260 waived for Arts Administration Majors only)
Offered Fall
Provides dynamic models and options for planning, maintaining, and managing sport & entertainment facilities in the present and future. Concentration is on the design, maintenance, and full utilization of facilities that are realistic, cost efficient, environmentally sound and aesthetically pleasing. Topics include design, construction, refurbishing, finance options, risk assessment, risk management, security, operations, and procedures.

SRM360 (w)
Business of Sport (3 cr. hours)
Prerequisites: SRM160, ACC201; this is a writing intensive course.
Offered Fall
Course covers topics relating to league structures, the management of sporting clubs, branding and pricing, sponsorship, media contracting, financial valuation and facilities development in a variety of sport settings. The primary method of instruction is case development and analysis. This is a writing intensive course.

SRM405
Sports Analytics (3 cr. hours)
Prerequisites: MAT273
Offered Spring
The focus of this class is applying analytic techniques to the decisions that athletes, coaches, general managers, and other decision makers encounter in the sports world. Tools used in the class will include statistics, probability, regression analysis and hypothesis testing.

SRM475
Internship and Professional Development Seminar (3 cr. hours)
Prerequisite: Junior standing and permission of School Dean or Designee
Offered Fall
Students majoring in Sport and Recreation Management or Hospitality and Tourism will be required to gain a minimum of 150 hours of volunteer or paid practicum experience related to their chosen field. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as interviewing, dining etiquette, and business career information.

THR: THEATRE

THR190, THR290, THR390, THR490
Special Topics (3 cr. hours)
Prerequisite: None, unless listed in the schedule of courses.
Topics will vary. May or may not be writing intensive.

THR222
Introduction to Theatre (3 cr. hours)
Prerequisite: Students must be available for play production
Offered Spring
This course is a study of theatre as an art form, in conjunction with its nature and practice, along with the artists who work in the theatre and the nature of their work. Students will gain hands-on experience in theatre production by taking part in Tiffin University's spring theatre production. They will also learn to appreciate and critique theatrical productions by attending and discussing one live production. From reading, attending class sessions, and participating in one production, students will develop an appreciation for the many facets of theatre, along with the various types of work that contribute to the overall success of theatrical productions.

THR250
The Art of Acting (3 cr. hours)
Prerequisite: Students must be available for play production
Offered Spring odd
This course is the study and practice of the art of acting through identification with one's own personality and vision of oneself in the development of a character. Students will learn to appreciate themselves as human beings, with experiences, emotions, and intellect that must be employed in the development of a role, and to replace masks, cliches, and stereotypes with human behavior, instinct, and action in the characters they portray. Students will gain an appreciation for discipline, practice, and concentration as necessary components of theatrical success. Through lecture and object exercises, students will practice their craft and learn new ways to “wear the pants” of a specific role. They will learn to conduct research as an initial preparation step, as they study and explore a specific role to be portrayed in a final class presentation. Students do not have to be actors to take this course.
THR: THEATRE (continued)

THR261
Elements of Theatre (3 cr. hours)
Prerequisite: Students must be available for play production
Offered Fall
This class is designed to offer students an amalgamation of the various elements that make up theatre, including play production, dramatic literature, and the artisans of theatre. Students will gain hands-on experience in play production by joining a specific crew for TU’s semester theatre production, and they will read and discuss a sampling of dramatic works by modern playwrights, including O’Neill, Synge, Shepard, and Miller. By looking at theatre as both literature and performance, students will learn to appreciate the social and psychological elements of modern dramatic works, as well as the creative measures used in turning a dramatic work into a production. Students do not have to be actors to take this course.

Partnership School Course Offerings

EDA, EDM, EDU: EDUCATION, IN PARTNERSHIP WITH LOURDES COLLEGE

PROGRAM ADMISSION REQUIREMENTS
Students seeking admission to the Teacher Education Program are considered as Pre-Education Majors or Pre-Licensure students until they have completed the following Program admission requirements and have been approved for acceptance into the Program. Pre-Education Majors, Pre-Licensure students, and non-education students are not allowed to enroll in any education course at the 300/400 levels.
- Completed credential file
- Successful BCI/FBI background check
- Overall gpa of 3.0 or higher
- Education majors must receive a grade of ‘C’ or better in EDU100/EDU101, EDU230, and EDU250
- Passing scores for Praxis Core Academic Skills tests for Educators (Reading 156, Writing 162, Math 130) or ACT or SAT subscores for Reading >21/450, English >18/430, and Math >22/520
- Completion of 20 hours of approved service learning
- Successful review of Teacher Candidate Development Portfolio
- Satisfactory disposition assessment
- Successful interview and approval of the Program Admission Committee.

Once accepted into the Teacher Education Program, teacher candidates will need to demonstrate competencies at various points called “gates” in order to progress and ultimately complete the program. Students are to refer to the Education Student Handbook for details related to Assessment Gates and requirements.

EDA210
Teaching Adolescents and Young Adults (3 cr. hours)
Prerequisites/Co-requisite: EDU250
Offered Fall, Year 2
Provides students with opportunities to examine the developmental needs and unique aspects of educating adolescents and young adults and how schools and teachers effectively respond to such needs. Students will not only examine the history and philosophy of adolescent education but will also explore the latest theories regarding learning and effective instructional practices.
EDA235
Adolescent to Young Adult Curriculum, Instruction & Assessment (3 cr. hours)
Prerequisites: EDA210 Co-requisite: EDU230
Offered Spring, Year 2
Building on the general concepts presented in EDA210, Teaching Adolescents and Young Adults, this course begins to bridge the gap between content and practice. The course examines adolescent to young adult curriculum and provides an in-depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for adolescents and young adults that are developmentally appropriate and inclusive.

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

EDA351
Social Studies Methods and Field Experience II (3 cr. hours)
Prerequisite: EDA250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Adolescence to Young Adult Social Studies pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult social studies setting.

EDA353
Language Arts Methods and Field Experience II (3 cr. hours)
Prerequisite: EDA250
Offered Fall, Year 4
Provides students with opportunities to learn and practice Adolescence to Young Adult Language Arts pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult language arts setting.

EDA450
Adolescent & Young Adult Student Teaching I (2 cr. hours)
Prerequisite: Gate 2
Offered Fall, Year 5
Provides the teacher candidate with an intensive opportunity to put into practice the skills and competencies of effective teaching of adolescents. This course is the culminating experience in the student’s educational program. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course will include intense experiences and practices in an Adolescent and Young Adult classroom along with seminars.

EDM210
Education for Young Adolescents (3 cr. hours)
Prerequisite: EDU250 or concurrent
Offered Fall, Year 2
Fosters an understanding of the unique developmental needs and aspects of young adolescents. This course will examine not only the history and philosophy of middle school education but will explore exemplary practices, which are characteristics of effective middle childhood education.

EDM235
Middle Childhood Curriculum, Instruction & Assessment (3 cr. hours)
Prerequisite: EDM210 Co-requisite: EDU230
Offered Spring, Year 2
Building on the general concepts presented in EDM210 Education for Young Adolescents, this course begins to bridge the gap between content and practice. The course examines middle childhood curriculum and provides an in-depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for young adolescents that are developmentally appropriate and inclusive.

EDM250
Middle Childhood Methods & Field Experience I (3 cr. hours)
Prerequisite: EDM235
Offered Fall, Year 3
Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the middle childhood level. This course will examine various instructional methods used to teach young adolescents in all four curriculum content area and reading. The course includes a field experience in a middle childhood setting.
EDM350
Middle Childhood Methods and Field Experience II (3 cr. hours)
Prerequisite: EDM230
Offered Fall, Year 4
Provides students with opportunities to learn and practice middle childhood content specific pedagogy in the two selected areas of concentration. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a middle childhood setting in both areas of concentration.

EDM450
Middle Childhood Student Teaching (12 cr. hours)
Prerequisite: Gate 2 and EDM350, EDU319
Offered Fall, Year 5
Provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of young adolescents. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course is the culmination of all Professional Education and Curriculum Content courses, which comprise the Middle Childhood Education Program. This course will include intense experiences and practices in a Middle Childhood setting along with seminar sessions.

EDU100
Foundations of Education (3 cr. hours)
Offered Fall, Year 1
Provides a historical philosophical, legal, and social overview of education. Students will examine how schools are organized, administered and financed. In addition, students will explore the skills and competencies (Teacher Performance Standards) necessary to be an effective teacher. Students are required to participate in field experiences in two of the following settings; Early Childhood (grades PK-3), Middle Childhood (grades 4-9), or Adolescence to Young Adult (grades 7-12). Such experience will assist students in determining if teaching is a career for them and will help students decide which major (program) they will pursue. Education majors must receive a grade of ‘C’ or better. (A ‘C-’ is not acceptable) Required Field Base Experience.

EDU101
Foundations of Education Bridge Course (1 cr. hour)
This course is intended for students transferring in EDU100 from other colleges and universities. EDU101 provides students with an understanding of the requirements and expectations of the Lourdes University Department of Education. This course will focus specifically on the program requirements such as, but not limited to, the assessment gates and teacher development portfolio. Students will be required to participate in a two-day field experience if they have not had a field experience as part of their EDU100 transfer course. Education majors must receive a grade of ‘C’ or better. (A ‘C-’ is not acceptable)

EDU151
Technology in Learning (1 cr hour)
Offered Spring
This course introduces the technological knowledge (TK) and practical skills to incorporate digital tools and resources into the learning process for PK-12 students. It focuses on the ability to use technology for information processing, communication, collaboration, critical thinking, problem solving, creativity, and innovation. In addition, it directs students to understand the use of technology as open-ended interaction, based on established principles.

EDU218
The Role of Phonics in Emergent Literacy (3 cr. hours)
Prerequisites: ENGL41 and ENGL42
Offered Spring, Year 2
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.

EDU230
Survey of Special Needs Education (3 cr. hours)
Prerequisites: EDU100
Offered Spring, Year 1
Focuses on the foundations of special education with emphasis on historical background, legal issues, a positive learning environment, disabilities and health disorders in a regular/inclusive classroom, as well as developing teaching skills for use in an inclusive classroom. Education majors must receive a grade of ‘C’ or better. (A ‘C-’ is not acceptable)

EDU250
Educational Psychology (3 cr. hours)
Prerequisite: EDU100
Offered Fall, Year 2
The emphasis of this course will be on the education implications of the research on child psychology, cognitive science, teaching, learning and child behavior. Theory and application will be considered together. Education majors must receive a grade of ‘C’ or better. (A ‘C-’ is not acceptable)
EDU251
Technology & Pedagogy for Learning (1 cr. hour)
Prerequisite: EDU151 Co-requisites: EDE250, EDM250, or EDA250
Offered Fall
This course provides students with opportunities to learn and practice the integration of pedagogy and technology for effective learning. Students will learn how to incorporate technological knowledge, skills, tools, and resources into the learning process for PK-12 students.

EDU312
Teaching Reading Through Literature for Young Adolescents (3 cr. hours)
Prerequisites: ENG124 and EDU218 (EDU218 not needed for AYA)
Offered Fall, Year 3
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.

EDU316
Multicultural and Social Issues in Education (3 cr. hours)
Prerequisite: EDM235 or EDA235
Offered Spring, Year 3
Examines historical and legal multicultural issues in society. The course assists teacher candidates in the development of cultural consciousness toward and reverence for the diversity of individuals and groups within society. Teacher candidates are expected to develop an awareness of the implications and application of instruction and curriculum, which demonstrate the obligation to respect, accept, adapt and work in communion for all students' learning. EDU316 also examines social issues within the P-12 classrooms.

EDU319
Classroom Management for Middle Childhood and Adolescence to Young Adult Education (3 cr. hours)
Prerequisite: EDM250 or EDA250
Offered Spring, Year 4
This course provides students with the knowledge and skills necessary to create an effective learning environment for a Gr. 4-12 classroom and to deal appropriately and effectively with behavioral issues within the classroom setting. The course covers both legal and ethical implications and provides practical management techniques.

EDU329
Differentiated Instruction & Assessment (3 cr. hours)
Prerequisite/Co-requisite: EDM350, EDA351 or EDA353
Offered Fall, Year 4
This course provides specific pedagogy in the differentiation of instruction through various models such as Response to Intervention (RIT), Multiple Intelligence Theory, Integration of Fine Arts, and specific technology adaptations. Students will also develop specific assessment tools and strategies to use classroom settings.

EDU330
Developmental Reading Through Content Area Reading (3 cr. hours)
Prerequisite: EDM250 or EDA250
Offered Spring, Year 3
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.

EDU332
Reading Diagnosis & Assessment (3 cr. hours)
Prerequisites: EDU218 and EDU330, Prerequisite/Co-requisite: EDU312
Offered Spring, Year 4
Focuses on the practice and process of Authentic Reading Assessment that contribute to student learning. This course focuses on the teacher's role in the diagnostic and assessment process, the nature and interrelatedness of factors that affect reading performance, and the instruments and techniques available for the assessment and diagnosis of reading performance.

EDU351
Technology, Pedagogy & Content Knowledge for Learning (1 cr. hour)
Prerequisite: EDU251, Co-requisites: EDE350, EDM351-356, or EDA351-354
Offered Fall
This course provides students with opportunities combine content knowledge, pedagogy, and technology for effective learning. Student will use this combination to create effective learning experiences for PK-12 students and facilitate their use in classrooms.
SCI370
Integrated Science for Teachers (3 cr. hours)
Offered Spring even numbered years
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.

English as a Second Language (ESL) Program

The English as a Second Language (ESL) Program is designed to help international students achieve the level of English proficiency required for their chosen degree program. It also exposes students to many facets of American culture.

The ESL program provides balanced training in the English-language skills of reading, writing, listening and speaking. There are 3 levels: Beginning (I), Intermediate (II), and Advanced (III). Entering students are given an online assessment test that measures their reading and comprehension skills. They also write an integrated essay that requires them to read a passage, listen to a brief lecture segment and write an answer to a question about the two sources. Depending on the scores in these two sections, students may also need to complete an oral interview. The assessment procedure is used to determine whether a student needs any ESL courses and what level is best suited to that student's abilities. The ESL program is part of the University's plan to prepare international students for their studies and campus life.

ENGLISH LANGUAGE PROFICIENCY POLICY

1. This policy will apply to all degree-seeking students for whom English is their second language and are admitted to seated TU degree programs in the United States or any foreign site. Applicants from the following English-only countries do not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, India, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

2. TU requires all other students whose native language is not English, and who do not submit an acceptable English language proficiency test score, to take the following battery of tests for seated courses in any undergraduate or graduate program:
   • Accuplacer ESL - Reading Skills, Sentence Meaning, and Language Usage
   • TU Integrated Essay - Reading passage, Related lecture/listening section, Essay prompt requiring students to use material from both the reading and the listening in response
   • TU Oral Interview
     > Undergraduate students will be interviewed by the ESL Director and/or a faculty member from the school of their major if deemed necessary.
     > Graduate students will be interviewed by the Dean and/or the Program Chair of their degree program if deemed necessary.
3. Students entering degree programs who have achieved university-stated scores (found in the Academic Bulletin) on the TOEFL, IELTS, MELAB, Cambridge tests, or any other English proficiency test accepted by the University will not take the Accuplacer test. Undergraduates will take the integrated essay test to determine their enrollment in ENG140 or ENG141 and other credit courses. Graduate students will take the integrated essay and a plagiarism/citation quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes. They may also be asked to complete an oral interview. Graduate students who have sufficient TOEFL or other scores, but who score below a 3.5 on the essay, below a 12 on the plagiarism test and/or below a 4.4 in the interview will enter the graduate bridge program. The graduate bridge program includes MGT505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).

4. Graduate and undergraduate students who do not have a score from an approved proficiency test will complete the Accuplacer test, an integrated essay, and possibly an oral interview. Students who have received certificates that indicate completion of English language training at other English-speaking universities or language schools will not take the Accuplacer, but will take the integrated essay and possibly the oral interview. Students who have taken English classes, but have not completed a formal program and have no TOEFL, etc., will complete the entire battery of tests to determine appropriate placement in classes. For graduate students, this includes an additional plagiarism/citation quiz to confirm their ability to research, cite, and respond in writing to questions concerning plagiarism and APA style.

Placement levels in the English as a Second Language Program:

a. Level 3: ESL109/114/130/132/172, no regular classes
b. Level 2: ESL102/104/106/112/171, no regular classes
c. Level 1: ESL101/103/105/110/170, no regular classes

5. Promotions from ESL levels will be based on the scores achieved in the TU battery of proficiency tests and assigned by the Proficiency Placement Grid. Students will be tested and placed upon arrival. When they are placed in ESL courses, they must pass those courses in order to earn permission to be retested at the end of the semester. Students who do not pass all of the ESL classes in their level will not be allowed to retake the proficiency tests. They must repeat the level. Promotions will not be granted simply because a student has attended class consistently. Each student must demonstrate the ability to read, write, and speak according to the requirements for each ESL level on the Proficiency Placement Grid. In order to move to the next level or higher, a student must achieve scores on the Accuplacer, essay, and if needed, the oral interview that show enough improvement to attain the next level or higher (a student may move from level 1 to level 3 or higher if there is sufficient improvement). Once they have entered the ESL program, students will not be allowed to move to the next level based on a more recent English proficiency test score (TOEFL, IELTS, etc.) during the semester, they will still be expected to follow the aforementioned promotion policy.

6. Promotions from the graduate bridge program will be based on students’ progress in the prerequisite courses (MGT505/506/507). Students who do not pass all three of the MGT prerequisites with a ‘B’ or higher will not be allowed to move into their chosen graduate program. They must repeat all of the courses the following semester.

7. Students must pass each level within two consecutive semesters; if they fail to do so, they will be dismissed from the program. Students are allowed to complete the levels in three consecutive semesters, and undergraduate students are allowed to enroll full-time in regular classes upon completion of any level if they earned the scores defined in the Proficiency Placement Grid. Graduate students who complete the levels will be enrolled in the bridge program and will have two semesters to successfully pass all three prerequisites.

8. Once a student begins a semester of ESL courses, he or she must complete the entire semester. This is especially important for graduate students. They may not enroll in ESL level 1 or 2 and decide they want to move to graduate classes at the end of the first 7-week term.

9. Late arrivals: International students must arrive by the last day to add classes (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in Level 1 ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

10. Proficiency test scores: These averages will be used for placement when the student is initially tested. They will also be applied when students are retested at the end of each semester to demonstrate progress in their proficiency. Students who average 79 or below on Accuplacer are placed in level 1. Students who average 80 or above take the integrated essay and if needed, the oral interview. The three tests are evaluated together and placement is made based on the grid that is found below.

- Accuplacer
  100 + (average on RS, LU, SM*) – Graduate bridge/Undergrad regular classes
  99 - 90 = Level 3
  89 - 80 = Level 2
  79 - 00 = Level 1

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

- Integrated essay is graded on a scale of 0 - 4 based on the rubric.
- Oral interview is graded on a scale of 1 - 5 based on the rubric.

SCHOLARSHIPS
Tiffin University offers international scholarships to eligible international students.

GRADE CONVERSION
In order to evaluate the grades for international applicants, Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.
PLACEMENT
All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive at Tiffin University to determine their English language proficiency. The results will determine their enrollment in ESL courses or credit courses.

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

APPLICATION DEADLINES
Fall Semester - July 15th
Spring Semester - November 15th

MEDICAL INSURANCE
All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

LATE ARRIVAL POLICY
Late arrivals: International students must arrive by the last day to add classes to an existing schedule (as stated in the Academic Bulletin). Students able to test for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

CERTIFICATE: ENGLISH AS A SECOND LANGUAGE (ESL)

LEVEL 1 (ONE)
- ESL101 Reading Comprehension for ESL Learners I .............................................. 3 hours
- ESL103 Conversation English I .............................................................................. 3 hours
- ESL105 Writing in English ..................................................................................... 3 hours
- ESL110 Foundational English Grammar ............................................................... 3 hours
- ESL170 Community Partnership Program for Level I ............................................ 1 hour

LEVEL 2 (TWO)
- ESL102 Reading Comprehension for ESL Learners II ............................................. 3 hours
- ESL104 Conversational English II .......................................................................... 3 hours
- ESL106 Academic Writing ..................................................................................... 3 hours
- ESL112 Foundational English Grammar II ............................................................. 3 hours
- ESL171 Community Partnership Program for Level II ............................................ 1 hour

LEVEL 3 (3)
- ESL109 Academic Reading Skills ........................................................................... 3 hours
- ESL114 Foundational English Grammar III ............................................................. 3 hours
- ESL130 College Communication ............................................................................. 3 hours
- ESL132 Advanced Academic Writing ..................................................................... 3 hours
- ESL172 Community Partnership Program for Level III ............................................ 1 hour

ESL: ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS

ESL100
First-Year Seminar (International) (1 cr. hour)
A student must pass with a ‘C’ or better. This course can take the place of FYS 100 for undergraduate students entering a degree program.
Offered Fall, Spring
The purpose of this course is to help each new international student make a successful transition from their country's high school or college to an American university by building social connections and improving academic preparedness.

ESL101
Reading Comprehension for 2nd Language Learners I (3 cr. hours)
Prerequisite: Placement is based on performance on the University assessment. Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall, Spring
Designed for foreign students with low to intermediate skills in reading English texts, this course provides the second language student with the basic skills necessary for reading texts in English and understanding them. Understanding a foreign language is more than simply knowing the correct translation of its words. Students learn how to read, evaluate, and comprehend texts written in English.
ESL106
Academic Writing (3 cr. hours)
Prerequisite: ESL105 or performance on the University assessment instruments; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall, Spring
This is a course in written communication in an academic environment. Emphasis is placed on development, structure, and writing of summaries, reactions and critiques in paragraph and essay formats. The elements of academic research and writing are introduced.

ESL109
Academic Reading Skills (3 cr. hours)
Prerequisite: ESL102 or performance on the University assessment instruments; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall, Spring
This course is designed to expand the student's ability to learn at the college level through effective and efficient reading strategies. Combining class lecture, collaborative groups, and individualized instruction, students will participate in a variety of activities focused on learning from textbooks. These activities will develop individualized approaches to before, during, and after reading strategies. This completes the ESL reading sequence for the Certificate.

ESL110
Foundational English Grammar (3 cr. hours)
Prerequisite: Placement is based on performance on the University assessment; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall, Spring
In this introductory English grammar course, topics include a verb tense review, the use of articles, structures used to compose compound and complex sentences, and the use of prepositions. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills.

ESL112
Foundational English Grammar II (3 cr. hours)
Prerequisite: ESL110 or performance on the University assessment instruments; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.
Offered Fall, Spring
In this comprehensive English grammar course, topics will include the effective use of phrases and clauses, use of verbals (e.g. gerunds, infinitives), extensive work with verb tenses, and passive/active voice. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills.
ESL114
English Grammar III (3 cr. hours)
**Prerequisite:** ESL112 or performance on the University assessment instruments; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.

**Offered Fall, Spring**
This course is the third in a sequence that provides an extended, comprehensive study of English grammar. The topics include a verb tense review with emphasis on irregular verb forms, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbals and modal auxiliaries. This completes the ESL grammar sequence for the Certificate.

ESL130
College Communication (3 cr. hours)
**Prerequisite:** ESL104 or performance on the University assessment instrument; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.

**Offered Fall, Spring**
This course is designed for advanced students in the development and improvement of communication and listening skills needed to successfully participate and contribute in an academic learning environment. Listening and communicating in group situations and class presentations will be required. Accurate pronunciation will also be a main focal point of the class. This completes the ESL conversation sequence for the Certificate.

ESL132
Advanced Academic Writing (3 cr. hours)
**Prerequisite:** ESL106 performance on the University assessment instrument; Students must pass with a ‘C’ or better. There will be a lab fee associated with this course.

**Offered Fall, Spring**
This course continues the ESL instruction in written communication for an academic environment. Emphasis is placed on development, structure, and writing of, summaries, reactions, and critiques in paragraph and essay formats. This course includes thorough practice of the basic and advanced rules of grammar, sentence structure, and diction. The preliminary elements of academic research and writing are explored. This completes the ESL writing sequence for the Certificate.

ESL170
Community Partnership for Level 1 (1 cr. hour)
**Students who do not meet the contact hour requirement for the course will not pass and must repeat it.**

**Offered Fall, Spring**
This course is designed to expose beginning international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESL171
Community Partnership for Level 2 (1 cr. hour)
**Students who do not meet the contact hour requirement for the course will not pass and must repeat it.**

**Offered Fall, Spring**
This course is designed to expose intermediate international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESL172
Community Partnership for Level 3 (1 cr. hour)
**Students who do not meet the contact hour requirement for the course will not pass and must repeat it.**

**Offered Fall, Spring**
This course is designed to expose advanced international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ENG140
Introduction to College Reading and Writing (ESL emphasis) (3 cr. hours)
**Prerequisite:** Placement is based on performance on the University assessment; Students must receive a grade of ‘C’ or better in this course to enroll in ENG141.

**Offered Fall, Spring**
This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction. This course is not for graduation credit. Students must earn a ‘C’ or better in this course to enroll in ENG 141. Students will be able to attempt this course two times. This section offers special emphasis on the needs of ESL students.
ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Students in Level I, II & III are graded on the same scale used in credit courses in the university. They must pass each course with a ‘C’. Successful completion of levels I-II will also be based on the improvement students make on assessment test scores at the end of each semester. The scores on this testing will determine if students can successfully move from one level to the next. If they demonstrate exceptional progress in their courses and on the assessment test at the end of their Level I or II semester, they can qualify for a higher level. Students who do not successfully complete a level will be required to repeat it. If they do not complete that level on the second try, they will be dismissed from the program.

1. Students in Level I, II & III are graded on the same scale used in credit courses in the university. They must pass each course with a ‘C’. Successful completion of levels I-II will also be based on the improvement students make on assessment test scores at the end of each semester. The scores on this testing will determine if students can successfully move from one level to the next. If they demonstrate exceptional progress in their courses and on the assessment test at the end of their Level I or II semester, they can qualify for a higher level. Students who do not successfully complete a level will be required to repeat it. If they do not complete that level on the second try, they will be dismissed from the program.

Graduate students who successfully complete Level III, and other ESL students who test out of the ESL program, will be placed in the graduate bridge program. The graduate bridge program includes MGT 505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).

3. Graduate students must pass all of the courses in the bridge program (MGT505/506/507) before they will be allowed to enroll in their Master's classes. Non-ESL students will not be permitted to enroll in the ESL sections.

4. Students enrolled in the ESL program will be assigned to an adviser from the ESL program until they have successfully completed all of their ESL requirements.

**GRADUATE ESL ACADEMIC POLICIES**

1. Students in Level I, II & III are graded on the same scale used in credit courses in the university. They must pass each course with a ‘C’. Successful completion of levels I-II will also be based on the improvement students make on assessment test scores at the end of each semester. The scores on this testing will determine if students can successfully move from one level to the next. If they demonstrate exceptional progress in their courses and on the assessment test at the end of their Level I or II semester, they can qualify for a higher level. Students who do not successfully complete a level will be required to repeat it. If they do not complete that level on the second try, they will be dismissed from the program.

2. Graduate students who successfully complete Level III, and other ESL students who test out of the ESL program, will be placed in the graduate bridge program. The graduate bridge program includes MGT 505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).

3. Graduate students must pass all of the courses in the bridge program (MGT505/506/507) before they will be allowed to enroll in their Master's classes. Non-ESL students will not be permitted to enroll in the ESL sections.

4. Students enrolled in the ESL program will be assigned to an adviser from the ESL program until they have successfully completed all of their ESL requirements.

**GRADUATE ESL BRIDGE FOR MBA STUDENTS ONLY**

- MGT505 Fundamentals of Business Enterprise ........................................ 2 hours
- MGT506 Fundamentals of Quantitative Business Methods ....................... 2 hours
- MGT507 Fundamentals of Graduate Business Research & Writing ............. 4 hours

**MGT505**
Fundamentals of Business Enterprise (2 cr. hours)

Students must receive a ‘B’ or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

This course is the first step in a well-planned learning agenda that prepares students in understanding the basic tenets of the business environment. Students will be exposed to common professional components within the Tiffin University MBA program including business policy, business ethics, legal issues, globalization, marketing, and management (Organizational Behavior, Human Resources and Operation Management).

**MGT506**
Fundamentals of Quantitative Business Methods (2 cr. hours)

Students must receive a ‘B’ or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

This class is for MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of accounting, economics, finance, information systems and statistics.

**MGT507**
Fundamentals of Professional Research, Writing, and Communication (4 cr. hours)

Prerequisite: Graduate level international students accepted into the MBA program. This course will be required of all international students from non-English speaking countries who cannot demonstrate familiarity with American academic writing requirements (specifically, APA documentation and source citations) based on university assessment. Students must receive a grade of ‘B’ or better to move on in graduate program. Cannot be used to fulfill graduation requirements.

This course is designed as a comprehensive introduction to research writing and professional communication at the graduate level. The course will cover the entire research process as it applies to various academic settings while also further immersing students in the English language. Students will be exposed to the various types of research writing with emphasis on the proper use of English grammar, spelling, and punctuation. They will also become familiar with academic formatting, APA documentation, and the requirements that avoid all types of plagiarism.

* ESL courses, MGT505, MGT506, and MGT507 cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements.
Graduate Program Information

**GRADUATE ADMISSION POLICIES**

1. A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent, is required to be considered for admission.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
   a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate gpa of 3.00 is required. 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 application will be reviewed and considered for admission on a probationary status.
   c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material that supports the candidate’s application.
3. Work and life experience of an applicant is another factor considered in the admission process. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. A completed online application, including a personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her educational and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant. This is also a requirement for Graduate Certificates.

**NON-DEGREE ADMISSIONS**

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

**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.

**GRADUATE CAMPUS AND PROGRAM LOCATIONS**

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

**TIFFIN CAMPUS (MBA, MS)**

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

**INTERNATIONAL LOCATIONS (MBA)**

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

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

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

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

**GRADUATE CERTIFICATES**

Graduate certificates are designed for working professionals who wish to take additional courses in a particular area of study. Graduate certificates are made up of courses in a specific concentration and are completely online, except for the Addictions Counseling Program. The Addictions Counseling certificate is only offered in a seated format on the Tiffin Campus.
INTERNATIONAL GRADUATE STUDENTS
International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

ADMISSION REQUIREMENTS FOR INTERNATIONAL GRADUATE APPLICATIONS
1. A Bachelor degree or a 3-year undergraduate professional degree from an officially recognized higher education institution.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work
   a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate gpa of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE; generally, a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
   b. If applicant has below a 3.00 gpa, the application will be reviewed and considered admission on a probationary status.
   c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material that supports the candidate's application.
3. Work and life experience of an applicant is another factor considered in the admission process. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. Personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her education and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant.
5. Satisfactory TOEFL score (550 PBT/79-80 iBT) or IELTS score 6 or iTEP score of 5.5, ACT score of 18, and SAT score of 820.

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

Applicants from the following English-only countries may not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, India, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

REQUIRED DOCUMENTS FOR INTERNATIONAL GRADUATE APPLICATION
1. A completed International Student Application for Admission
2. Copies of all undergraduate transcripts and, for MBA transfer applicants, a copy of the transcript from current MBA program
3. A copy of TOEFL, IELTS, iTEP, ACT, or SAT score
4. Personal Statement
5. Current Résumé
6. Proof of financial responsibility; including a completed Tiffin University Affidavit of Financial Support form and supporting financial documentation
7. Copy of passport

SCHOLARSHIPS
Tiffin University offers international scholarships to eligible international students.

GRADE CONVERSION
In order to evaluate the grades for international applicants Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

PLACEMENT
All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive in Tiffin to determine their English language proficiency. The results will determine their enrollment in ESL courses and/or credit courses.

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

APPLICATION DEADLINE
Fall Semester: July 15th
Spring Semester: November 15th

MEDICAL INSURANCE
All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

LATE ARRIVAL POLICY
Late arrivals: International students must arrive by Friday of the first week of the semester. Students who are able to test for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.
**GRADUATE TUITION & FEES**

Tuition and fees are in effect as of the date of publication of this Bulletin. They are subject to change by vote of the Board of Trustees.

- MBA Tuition per credit hour ................................................................. $700
- MS Criminal Justice Tuition per credit hour ........................................ $700
- MS Psychology Tuition per credit hour ............................................. $500
- MH Tuition per credit hour ................................................................. $500
- MEd Tuition per credit hour ................................................................. $500
- Supplemental Course Material Fee* ...................................................... Varies
  *Some courses may include a supplemental course material fee, which will support and enhance the students’ learning.
- Incomplete Fee, per credit hour ......................................................... $15
- Application Fee .................................................................................... $50
- Transcript Fee, Official ......................................................................... $8
- Transcript Fee, Unofficial ....................................................................... $6
- Graduation Fee ..................................................................................... $100
- Returned Check Fee ............................................................................. $40
- Language lab fee for ESL courses ....................................................... $25
- Health Insurance* .............................................................................. $1066
- International students (required) .......................................................... $1066
- Transcript Fee, Official ......................................................................... $8
- Transcript Fee, Unofficial ....................................................................... $6
- Graduation Fee ..................................................................................... $100
- 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.

**TUITION FEES FOR PREPARATORY COURSE WORK**

Where deemed necessary, students admitted to any graduate program may be asked to enroll in specially designed graduate-level courses to fulfill the preparatory needs of the student. Credit hours accrued in prerequisite work do not count toward graduation requirements. Tuition charged for the preparatory course work will be the same as for any graduate course. Some courses may include additional technology fees, which will be included on the student’s billing statement.

**ADD OR WITHDRAW FROM CLASSES**

A student may add a class, or classes, prior to the first meeting of the course or with permission of the professor after the course has begun for online or met one time for seated.

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, MEd and MS or the semester for MH & MS-FP II, after 60% of a graduate course has been completed, the professor of the course agrees that the circumstances are such that withdrawal, and not an Incomplete, is the best course of action for the student, the professor may sign-off and the student will be withdrawn from the course. If the professor does not believe that the withdrawal is for sufficient reasons, the student may appeal to the Dean of the appropriate discipline school for reconsideration. If the Dean agrees with the student, after first consulting with the course professor, the Dean can approve the student’s withdrawal, if so warranted.

If a student drops out of school without notifying the University in writing, the Excessive Absence Withdrawal Policy will be implemented.

**GRADUATE READMISSION PROCEDURES**

Any student who falls into any of the following categories below must apply for readmission to Tiffin University.
- Was enrolled at Tiffin University, but has not taken classes for one or more semesters
- Was academically dismissed

A student seeking readmission to Tiffin University’s Graduate Program must complete and submit an application for readmission. The application form is available online or from the Office of Graduate Admissions and Student Services. The readmission application must also include a listing of, and transcripts from, all schools attended during the absence from Tiffin University. Any student who has been academically dismissed must also submit an essay stating his/her intention to return to the graduate program. Students should contact the Office of Graduate Admissions and Student Services for assistance in processing necessary paperwork.

Readmission status will be decided by the Dean of the appropriate discipline school, based in consultation with the Graduate Admissions Committee, the student’s former graduate faculty instructors, and other necessary parties the School Dean deems helpful. Further, the student’s readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again.
GRADUATE STUDENT RESPONSIBILITIES
Students are responsible for being familiar with all program requirements listed in the Academic Bulletin. The University reserves the right to change its course offerings, academic policies and requirements for graduate degrees. Information in the Academic Bulletin is subject to change. Check with the Office of Graduate Admissions and Student Services for the latest Academic Bulletin and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up to date curriculum sheets from the Office of 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 Tiffin University or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation.

GRADUATE STUDENT EXPECTATIONS
Tiffin University expects that graduate students will:
1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues 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.

Graduate Academic Policies
Tiffin University awards credit based on semester hours. Graduate courses are numbered 500 through 699.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS
Graduate level credits earned at a regionally accredited college or university may be transferred and applied toward a student's degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of 'B' or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Graduate Program Chair and Discipline School Dean will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a degree can be transfer credits. Transferred credits must not have been used to meet the requirements of any other completed 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 allow, when possible, credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of such courses is the responsibility of academic units and generally occurs after the student has matriculated (entered) or been readmitted.

CLASS LOAD
Full-time student class load is eight credits per semester for all graduate programs. Students who wish to enroll beyond eight credit hours for the MBA or MEd and 10 credit hours for the MS or MH must receive permission from the Office of Graduate Admissions and Student Services with confirmation from the Graduate Program Chair before enrolling. Financial aid regulations require that a student be enrolled in and take 4 credits per semester to be considered a half-time student.
GRADING SYSTEM

Tiffin University awards credit based on semester hours.

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<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Remarks</th>
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</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>
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<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
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<tr>
<td>I</td>
<td></td>
<td>Incomplete Work</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></td>
<td>Withdrawed failing - withdrew after deadline</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 VPAA.

GRADUATE INCOMPLETE POLICY

If a student cannot finish the work by the end of the course, the student may request an ‘Incomplete’ (grade of ‘I’) by submitting an Incomplete Grade Contract form to the instructor. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the grade of ‘I’ will automatically become an ‘F’. Any student with more than two ‘I’s on their transcript will not be allowed to register for further courses.

ACADEMIC PROBATION AND DISMISSAL

Any graduate student whose cumulative grade point (gpa) average falls below 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’ will result in Academic Dismissal. A grade of ‘F’ in any course in a graduate program will also result in Academic Dismissal. The student may submit an application for readmission, but will not be allowed to return to class until he or she has sat out at least one academic semester, 15 weeks.

When an application for readmission is received in the Office of Graduate Admissions and Student Services, the request for readmission will be forwarded to the Graduate Program Chair who will consult with the appropriate discipline School Dean and Graduate Admissions Committee to consider the request. Based on the student’s past record, reasons for previous poor achievement, and the student’s plan for improvement, the Committee will decide whether to readmit the student to the program from which he/she was dismissed.

If the request for readmission is approved, the Graduate Program Chair may grant the student probationary status, during which time the student must re-take the course(s) and receive a ‘B’ grade or better. In accordance with Tiffin University policy, the new grade will appear on the transcript, while the original course grade will no longer be calculated in the cumulative grade point average. No other courses may be taken until the make-up course, either one of the ‘C’ grades or the ‘F’ grade course, is successfully repeated with a grade of ‘B’ or better.

Students may be readmitted only one time after being dismissed. Further, the student’s readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again. Any failing action following readmission, such as receiving a ‘C’ grade or lower after being readmitted or failure to achieve a cumulative gpa of 3.00, will result in permanent dismissal from the university. Students who have been permanently dismissed will not be eligible to apply for readmission.

ACADEMIC HONESTY POLICY

Academic institutions have the responsibility to promote and instill the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an ‘F’ for the assignment, or for the course in question, at the discretion of the instructor.

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member may assign a grade of ‘XF’ in the course. The faculty member will provide the Dean of the appropriate discipline school with documentation of the circumstances surrounding the occurrence. If an ‘XF’ is reported for the course grade, the Dean will advise the Registrar, VPAA, and Graduate Admissions of same.
2. In the case of individual instances of academic dishonesty that are not severe enough to lead to a grade of ‘XF’, but are severe enough to lead to a student failing an individual assignment, faculty members will report these cases of academic dishonesty in writing to the School. If a student receives a subsequent ‘XF’ on an assignment in any additional course, the Dean of the appropriate discipline school will notify the professor of the second ‘XF’ assignment to provide an ‘XF’ in the course, and the student will be dismissed from the university.
3. Any course grade of ‘XF’ will result in the student being dismissed permanently without any opportunity to re-enroll at Tiffin University. An ‘F’ will stand in the course and on the transcript, but ‘XF’ grades will remain recorded internally with the Dean of the appropriate discipline school, Vice President of Academic Affairs, Graduate Admissions, and the Office of Registration and Records to ensure no re-enrollment by the offending student.
If a graduate student fails a course due to academic dishonesty, he or she should be dismissed from the University, pending the outcome of the established grade appeal process, in keeping with current policy. Any graduate student who is dismissed from the University due to academic dishonesty will not be allowed to apply for readmission to the program from which they were dismissed nor will they be considered for admission to any TU graduate degree or certificate programs.

**TIME LIMIT TO COMPLETE THE DEGREE**

All course work for graduate degrees must be completed within six (6) years from the semester the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must ask the Office of Graduate Admissions and Student Services for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by the Dean of the appropriate discipline school.

**GRADUATION REQUIREMENTS**

To be eligible for graduation, a candidate for the Master’s degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. A student may not graduate with more than two ‘C’s. Tiffin University holds commencement once each academic year, at the end of the Spring semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University faculty at the last faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. In order to qualify for the graduation exercise, the student must:

- The student must successfully complete the course work required and the number of semester hours specified by the school in which the degree is housed.

**GRADUATION APPLICATION**

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

**SPECIAL ACADEMIC OPPORTUNITIES**

**INTERNSHIPS**

Internships may be available for MBA General Management or Sport Management students only. Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan and 200 hours of fieldwork. For more information, see the course description for MGT670 Business Administration Internship, SRM670 Sport Mentorship or contact Graduate Admissions and Student Services.

**WASHINGTON CENTER INTERNSHIPS**

Graduate students interested in internships, may take advantage of The Washington Center Internship program. 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(s) of the appropriate discipline school(s). Housing arrangements can be made through the Center. There are non-credit bearing options available to graduate students. Contact the Washington Center Internship liaison on Tiffin University’s campus. Financial aid in the form of loans may be available if the student is receiving academic credit. Additional information can be found at the Washington Center website www.twc.edu

**BUCHAREST, ROMANIA OR TAIPEI, TAIWAN**

MBA students have the option of participating in Tiffin University’s hybrid program in Bucharest, Romania or Taipei, Taiwan for either one or two terms. Housing is available in exchange for internship service hours (Option A: Minimum 80 hours for 4 weeks / Option B: Minimum 200 Hours for 10 weeks). Affordable public transportation and meal options are available. Tuition will be paid directly to Tiffin University at the U.S. rate for credit hours. Qualified students in good academic standing may intern with either the Department of Commerce at the U.S. Embassy or with Stievo, a local software company partnering with worldwide companies to offer solutions for commercial and industrial corporations such as the European Aviation Safety Agency and the EduTubePlus consortium. For more information, contact the Office of Assistant VPAA & Dean of International Programs at 419.448.3309.

**STUDY ABROAD**

Tiffin University has established a number of semester abroad programs in cooperation with Regent’s College in London, England, Oxford University in Oxford, England, American Institute for Foreign Study, Horizons University in Paris, Webster University in St. Louis, Missouri, and American University in Cairo, Egypt. These programs are located in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English.
Contact the Study Abroad Coordinator or the Office of 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.

GRADUATE ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING
Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an Advisor in his or her academic area. Academic Advising for Graduate students is done through the Office of Graduate Admissions and Student Services. The student is ultimately responsible for his or her progress toward completion of a degree. The Office of Graduate Admissions and 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.

ONLINE TUTORING
Online tutoring for graduate students is available through SMARTTHINKING, 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 SMARTTHINKING, 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 Graduate Admissions Counselor. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University’s online environment, including Moodle and MyDragon. The orientation covers:

- How to log into MyDragon, using the student’s assigned username and password and the services available on MyDragon
- How to interact with online courses, demonstrated by utilizing the Orientation Course posted on MyDragon and Self Service
- An overview of the location of relevant documents and policies, including the current Academic Bulletin, curriculum sheets, and semester schedules
- How to utilize services from the bookstore and Career Development
- Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the Library, including the OhioLink library database system
- Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
- Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Graduate Admissions and Student Services (academic advising, scheduling, referrals, etc.)

ORIENTATION FOR ON-CAMPUS GRADUATE STUDENTS:
Students entering on campus, seated programs are invited to attend an orientation prior to beginning their program of study at TU. The orientation includes:

- A tour of campus to locate campus buildings and services that are relevant to graduate students such as the bookstore, Career Development Office, Financial Aid Office, Office of Graduate Admissions and Student Services, and ITS
- An overview of the Academic Bulletin, which outlines policies relevant to being a graduate student at TU, including a review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of 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 MyDragon and Self Service, using the student’s assigned username and password
- A brief welcome presentation by the Office of Graduate Admissions and Student Services regarding expectations and requirements for graduate students.
Graduate Program Degrees

**GRADUATE DEGREES, MAJORS, & MAJORS W/CONCENTRATIONS**

Tiffin University offers the following graduate degrees, majors, and majors w/concentrations. All concentrations are offered online only, with the exception of MBA-GM, MSCJ-JA and MSCJ-FP. MBA-GM and MSCJ-JA are offered online and on the Tiffin campus and MSCJ-FP is only available on the Tiffin campus.

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

- Finance Concentration
- General Management Concentration
- Healthcare Administration Concentration
- Human Resource Management Concentration
- International Business Concentration
- Leadership Concentration
- Marketing Concentration
- Nonprofit Management Concentration
- Sports Management Concentration

**MASTER OF EDUCATION (MED) DEGREE**

- Educational Technology Management Concentration
- Higher Education Administration Concentration

**MASTER OF HUMANITIES (MH) DEGREE**

- Art & Visual Media Concentration
- Communication Concentration
- Creative Writing Concentration
- English Concentration
- Film Studies Concentration
- Humanities Concentration
- Individualized Studies Concentration

**MASTER OF SCIENCE (MS) DEGREE**

- Criminal Justice Major
  - Crime Analysis Concentration
  - Criminal Behavior Concentration
  - Homeland Security Administration Concentration
  - Justice Administration Concentration
  - Forensic Psychology Concentration
- Psychology Major

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**Graduate Curricula**

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

The MBA degree focuses on developing competencies in communication skills, leadership and teamwork, information technology, and problem solving. A distinguished faculty leads a rich and diverse student body through current issues in management and prepares the students for the technology-driven global workplace of the third millennium.

**MBA CORE CURRICULUM**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC510</td>
<td>Financial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACC512</td>
<td>Managerial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>CIS514</td>
<td>Information and Decision Support</td>
<td>2</td>
</tr>
<tr>
<td>ECO524</td>
<td>Managerial Economics</td>
<td>2</td>
</tr>
<tr>
<td>FIN612</td>
<td>Managerial Finance</td>
<td>2</td>
</tr>
<tr>
<td>MAT513</td>
<td>Statistical Methods for Managers</td>
<td>2</td>
</tr>
<tr>
<td>MGT511</td>
<td>Individual and Teamwork</td>
<td>2</td>
</tr>
<tr>
<td>MGT522</td>
<td>Management of Human Resources</td>
<td>2</td>
</tr>
<tr>
<td>MGT613</td>
<td>Operations Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT614</td>
<td>Global and Transnational Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT622</td>
<td>Strategic Management</td>
<td>2</td>
</tr>
<tr>
<td>MGT623</td>
<td>Legal and Ethical Issues in Management</td>
<td>2</td>
</tr>
<tr>
<td>MKT523</td>
<td>Marketing Management</td>
<td>2</td>
</tr>
<tr>
<td>MKT611</td>
<td>Business Research Analysis</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total**                                                                                     28 hours

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

**CONCENTRATION: FINANCE**

The finance concentration enables the student to build upon the solid foundation from the course work in the MBA program and provides students with greater exposure to economic and financial business practices. The finance courses will provide an opportunity for students to learn about local, national and international economies in cooperating and competing markets. Students will explore performance of stocks, bonds, commodities, and other types of investments. The degree prepares students to work in the field of financial management either independently or with a corporation, bank, securities firm, nonprofit organization, or an investment agency.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN616</td>
<td>International Financial Management</td>
<td>2</td>
</tr>
<tr>
<td>FIN624</td>
<td>Financial Markets and Institutions</td>
<td>2</td>
</tr>
<tr>
<td>FIN625</td>
<td>Investment Analysis</td>
<td>2</td>
</tr>
<tr>
<td>FIN626</td>
<td>Emerging Markets Finance</td>
<td>2</td>
</tr>
</tbody>
</table>

**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: .................................................................................... 2 hours
  - MGT670 Internship or
  - Any course taught in any other concentration
    (Prerequisites may apply)

Total ................................................................................................................ 8 hours

**CONCENTRATION: HEALTHCARE ADMINISTRATION**

The Healthcare Administration concentration is a concentration designed for working professionals employed in the areas of education, childcare, social services, healthcare and business. The curriculum will focus on management systems, decision-making tools, new technologies, financial management, and referral systems as well as current issues in healthcare law and ethics.

- HCA540 Managing Healthcare Systems ..................................................... 2 hours
- HCA552 Current Issues in Healthcare Administration ................................. 2 hours
- HCA633 Healthcare Finance and Process Management ............................... 2 hours
- HCA642 Healthcare Policy, Law, and Ethics .................................................. 2 hours

Total ................................................................................................................ 8 hours

**CONCENTRATION: HUMAN RESOURCE MANAGEMENT**

The MBA with a Human Resource Management concentration enables the student to integrate the knowledge and skills gained from the core coursework for the MBA degree in order to address the issues and challenges faced by today's human resource management professional. Students will benefit from exposure to theories and applications involved in acquiring and developing talented employees, managing the ongoing 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**

The MBA with an International Business concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the knowledge and capability necessary to function effectively as managers in today's competitive and globalized economies. The courses in the IB concentration will give the students an opportunity to learn about the functioning of the international economy and how multinational firms of all sizes, both governmental and non-governmental working in a variety of cultural and political/legal environments, interact with it. The courses will also allow students to learn about international trade theories and agreements, global financial markets and the financial skills required for effective management of companies engaged in international business with an emphasis on international financial management.

- MGT621 Organizational Analysis and Design .............................................. 2 hours
- ECO626 International Trade and Investment ............................................... 2 hours
- FIN616 International Financial Management ............................................. 2 hours
- MKT628 Global Marketing Management .................................................... 2 hours

Total ................................................................................................................ 8 hours

**CONCENTRATION: LEADERSHIP**

The Leadership concentration is for individuals focusing on moving up the organizational ladder into new supervisor roles, middle management, or upper-managerial positions. The program is designed for the working professional across a range of professions including education, healthcare, social services, church, government, law enforcement, and business. The program centers upon those characteristics that develop and promote leadership. Within the leadership framework, the program stresses decision-making and managerial skills.

- MGT531 Leadership & Influence ................................................................. 2 hours
- MGT603 Negotiations & Conflict Resolution ................................................ 2 hours
- MGT618 Organizational Leadership and Group Performance ....................... 2 hours
- MGT620 Leading Organizational Change ..................................................... 2 hours

Total ................................................................................................................ 8 hours
CONCENTRATION: MARKETING

The MBA with a Marketing concentration enables the student to build upon the solid foundation from the core coursework for the MBA degree and provides students with the advanced knowledge in marketing products and services. Students will explore the practices and techniques commonly used to increase exposure and market positions. Challenges and benefits in negotiating sponsorships and endorsement deals allow the students to develop competencies to potentially maximize revenue for organizations and individuals. Students will also be exposed to marketing in an international arena.

- MKT525 Information Systems for Marketing .......................................................... 2 hours
- MKT622 Strategic Brand Management .................................................................. 2 hours
- MKT628 Global Marketing Management .............................................................. 2 hours
- MKT630 Marketing Field Analysis ......................................................................... 2 hours

Total ................................................................................................................ 8 hours

CONCENTRATION: NONPROFIT MANAGEMENT

Increasing competition among MBA graduates has led to the need for specialization and expertise to increase competitive advantage. Tiffin’s MBA degree consists of a comprehensive core and specialized concentrations. The newest addition to TU’s options is the Nonprofit Management concentration that includes specialized focus on the requirements of leaders in the nonprofit industry. Both business and government sectors acknowledge that nonprofit leadership is the fastest growing industry. Completing a concentration in Nonprofit Management will provide detailed education and training in the areas of leadership, governance, financial management and accounting, stakeholder management and community relations.

- NPM515 Principles of Nonprofit Management ...................................................... 2 hours
- NPM525 Governance & Stakeholder Management in Nonprofit Organizations .... 2 hours
- NPM612 Financial Management and Fund Development in Nonprofits ............ 2 hours
- NPM625 Program Management and Strategic Planning in Nonprofits ............. 2 hours

Total ................................................................................................................ 8 hours

CONCENTRATION: SPORTS MANAGEMENT

The Sports Management concentration is one of just a handful of programs in the U.S. offered entirely online. TU’s program is designed to maximize convenience while providing the necessary structure to enhance students’ marketability and to improve their business skills. Faculty are prepared to help students make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

- SRM532 Communication and Fund Raising in Sports ........................................... 2 hours
- SRM534 Business Strategies in Sport ..................................................................... 2 hours
- SRM537 Personnel Management in Sport ............................................................ 2 hours
- SRM670 Sport Mentorship .................................................................................. 2 hours

Total ................................................................................................................ 8 hours

MASTER OF EDUCATION (MEd) DEGREE

Tiffin University’s Master of Education program exists to help people interested in a variety of educational fields gain a graduate-level degree to help them advance in their careers. The Higher Education Administration concentration helps those interested in working in non-academic roles better understand how higher education works from a variety of perspectives. The Educational Technology Management concentration is for those who want to become IT educational leaders or coordinators in K-12, higher education, or corporate settings. This program does not lead to licensure.

CONCENTRATION: EDUCATIONAL TECHNOLOGY MANAGEMENT

- EDU586 Instructional Design Principles ................................................................ 2 hours
- EDU591 Learning Management Systems ............................................................. 2 hours
- EDU605 Game Based Learning and Analytics .................................................... 2 hours
- EDU619 Challenges in the Use of Technology in Education ................................. 2 hours
- EDU625 Functions of Web Based Apps in Education .......................................... 2 hours
- EDU637 Legal and Regulatory Issues in the Use of Educational Technologies .... 2 hours

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

CONCENTRATION: HIGHER EDUCATION ADMINISTRATION

- EDU585 Student Enrollment and Retention ......................................................... 2 hours
- EDU590 Assessment and Student Learning ....................................................... 2 hours
- EDU624 Crisis Prevention and Intervention in Education .................................... 2 hours
- EDU640 Higher Education Finance and Budgeting ............................................ 2 hours
- Two of the following ......................................................................................... 4 hours
- EDU520 Issues in Student Affairs
- EDU635 Human Resource Management in Educational Organizations
- EDU642 Higher Education Athletic and Sports Management

Total ................................................................................................................ 12 hours
MASTER OF HUMANITIES (MH) DEGREE
Tiffin University’s Master of Humanities program invites students to explore creative and conceptual expressions of the human condition in all of its forms from antiquity to the present. Students may choose from several expertly designed concentrations in Art & Visual Media, Communication, Creative Writing, English, or Film Studies. While no degree by itself can guarantee either eligibility to teach or professional certification or licensure, our concentrations support those who wish to teach at the high school or community college levels while engaging the imagination of those who wish to grow in their knowledge of these fields. Students are also given ample opportunity to develop their own creativity through creative writing courses in the novel, short story, creative nonfiction, screenwriting, and poetry. The Master of Humanities program welcomes students seeking to take an adventure of the mind that engages the most imaginative forms of human expression and their own intellectual and creative potentials.

ART & VISUAL MEDIA (ART)
The concentration in Art and Visual Media guides students through both the western tradition and contemporary film and graphics with courses such as Women in Art, Cult and Independent Film, and History of Photography. The academic study of art and visual media at Tiffin University promotes visual literacy and gives students tools to interpret and evaluate visual media in all of its forms: websites, film, television, paintings, drawings, and sculpture. This concentration also supports those interested in teaching art at the high school or community college levels with courses such as Teaching College Art.

COMMUNICATION (COM)
The concentration in Communication leads students through the history and practice of media, communication, and related technology from ancient times to the digital age. Courses such as Philosophy of Communication, Politics and the News, Transmedia Storytelling, New Media, and Cybercultures and Issues in Cyberspace navigate students through the political, legal, and social ramifications of twenty-first century media practices.

CREATIVE WRITING (ENG)
Students in the Creative Writing concentration can discover new talents in courses teaching them to write novels, short stories, poetry, creative non-fiction, screenplays, and young adult fiction. Combining the academic study of creative prose, poetry, and performance writing with hands-on experience producing it, this program both deepens student understanding of the human creative process and expands their use of it. The Capstone Project is required for this concentration.

ENGLISH: LITERATURE AND WRITING (ENG)
The concentration in English allows students to explore both canonical and contemporary literature from around the world in courses such as The Culture and Literature of Modernity, Ethnic Voices, and Literary Theory. Our very popular creative writing courses in the short story, the novel, creative nonfiction, screenwriting, and poetry help students develop unexplored creative potential, while courses such as Teaching College English support those who wish to teach at the high school or community college level.

FILM STUDIES (ART)
The Film Studies concentration guides students through an in-depth exploration of significant film from the early days of Hollywood to contemporary world cinema in courses such as Cult and Independent Film, Classic Hollywood Cinema, World Cinema, and Documentary Film. Our Film Censorship course examines social issues related to the dissemination of film, and students also have the opportunity to experience writing for film first hand with our Screenwriting course.

Master of Humanities: Interdisciplinary Core .................................................................................. 9 hours
Total Semester hours for the Concentration ................................................................................. 18 hours
Capstone or Exam ......................................................................................................................... 3 hours
Total ............................................................................................................................................... 30 hours

MASTER OF HUMANITIES: INTERDISCIPLINARY CORE
ART623 Aesthetics .......................................................................................................................... 3 hours
ENG564 Literary Theory .................................................................................................................. 3 hours
HUM510 Introduction to Graduate Humanities ................................................................................. 3 hours
Total ............................................................................................................................................... 9 hours

CAPSTONE OR EXAM OPTION
HUM680 Capstone Project or
HUM681 Comprehensive Exam ......................................................................................................... 3 hours
Total ............................................................................................................................................... 3 hours

CONCENTRATION: ART AND VISUAL MEDIA
Choose six of the following 3-credit courses
ART515 Teaching College Art
ART524 Creativity and Its Development
ART525 History of Photography
ART530 Cult and Independent Film
ART533 Film Censorship
ART534 Third Cinema
ART535 Classic Hollywood Cinema
ART561 Survey of Western Art History
ART562 Film Theory
ART563 Art and Culture of the Graphic Novel
ART624 Women in Art
COM532 Documentary Film
Total ............................................................................................................................................... 18 hours
CONCENTRATION: COMMUNICATION

Choose six of the following 3-credit courses
- COM520 Philosophy of Communication
- COM522 Logic, Reasoning, and Persuasion
- COM531 Transmedia Storytelling
- COM532 Documentary Film
- COM580 Politics and the News
- COM625 Philosophers and Philosophies of the Axial Age
- COM630 Issues in Cyberspace
- COM631 New Media

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

CONCENTRATION: CREATIVE WRITING

Capstone project HUM680 is required for the Creative Writing Concentration.

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

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

CONCENTRATION: ENGLISH

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

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

CONCENTRATION: FILM STUDIES

ART562 Film Theory ............................................................................................3 hours
Choose five of the following 3-credit courses ....................................................... 15 hours
- ART515 Teaching College Art
- ART530 Cult and Independent Film
- COM532 Documentary Film
- ART533 Film Censorship
- ART534 Third Cinema
- ART535 Classic Hollywood Cinema

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

CONCENTRATION: HUMANITIES

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

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

CONCENTRATION: INDIVIDUALIZED STUDIES

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

Total .............................................................................................................. 18 hours
MAJOR: CRIMINAL JUSTICE

CONCENTRATION: CRIME ANALYSIS

The completion of 30 semester hours of course work is required for the MSCJ degree with a concentration in Criminal Behavior. It is offered in a 3-semester format if taken full-time. The emphasis of the Criminal Behavior concentration is to provide students with a specific area of expertise in the psychological causes of crime.

JUS510 Contemporary Criminal Justice: Issues and Trends ...........................................3 hours
JUS515 Research Design and Analysis .................................................................3 hours
JUS520 Statistical Applications in Criminal Justice ..............................................3 hours
JUS525 Legal and Ethical Issues in Criminal Justice ..............................................3 hours
JUS526, 631, 632 Pro-seminar (1 credit each) ......................................................3 hours
PSY512 Introduction to Forensic Psychology .......................................................3 hours
PSY548 Mental Health Law ..................................................................................3 hours
PSY552 Criminogenic Psychopathology ...............................................................3 hours
PSY615 Drug Abuse and Society ........................................................................3 hours
PSY626 Advanced Psych Assessment Theory .....................................................3 hours
PSY636 Cultural Competence in Professional Practice ........................................3 hours
Total ........................................................................................................................................................................33 hours

CONCENTRATION: HOMELAND SECURITY ADMINISTRATION

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 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends ...........................................3 hours
JUS515 Research Design and Analysis .................................................................3 hours
JUS520 Statistical Applications in Criminal Justice ..............................................3 hours
JUS526 Legal and Ethical Issues in Homeland Security ..............................................3 hours
JUS630, 631, 632 Pro-seminar (1 credit each) ......................................................3 hours
ENF535 Administration of Strategic and Actionable Intelligence .......................3 hours
ENF540 Continental United States (CONUS): Border/Transportation Security ....3 hours
ENF645 CONUS: Counter-Terrorism ................................................................3 hours
ENF650 Critical Infrastructure Protection ..........................................................3 hours
ENF660 Response: Natural Catastrophic Events – Emergency Preparedness ..........3 hours
Total ........................................................................................................................................................................30 hours
CONCENTRATION: JUSTICE ADMINISTRATION

The course work of 30 hours is divided into 3 courses each semester if full-time. The first semester will provide the student with perspectives in human resource management, statistical applications, and contemporary issues in Justice Administration. The second semester explores legal and ethical issues, policy formation and analysis, and research and analysis. The final semester covers law and management practices, administrative theory, and the design and analysis of educational programs and training sessions.

JUS510 Contemporary Criminal Justice: Issues and Trends .................................. 3 hours
JUS520 Statistical Applications in Criminal Justice .............................................. 3 hours
JUS530 Human Resource & Personnel Management in Criminal Justice - Law & Theory ........................................... 3 hours
JUS551 Research Design and Analysis ................................................................. 3 hours
JUS525 Legal and Ethical Issues in Criminal Justice ............................................. 3 hours
JUS532 Human Resource & Personnel Management in Criminal Justice - Application .................................................. 3 hours
JUS610 Justice Administration Policy Formulation & Analysis .............................. 3 hours
JUS612 Strategic Planning, Cooperation & Coordination ..................................... 3 hours
JUS616 Budget & Finance for Criminal Justice Administrators .......................... 3 hours
JUS630 Leadership & Practical Application in Criminal Justice ............................ 3 hours
Total .............................................................................................................. 30 hours

CONCENTRATION: FORENSIC PSYCHOLOGY

The Forensic Psychology concentration requires 42-43 credits and is offered in a 4-semester format with a thesis or Intersession and, if needed, a thesis extension. The Forensic Psychology concentration is designed for students interested in examining the relationship between psychology and the criminal justice system. The program is primarily research based and will prepare students for careers in the criminal justice system and/or mental health service agencies.

PSY511 Psychology and Law .................................................................................. 3 hours
PSY515 Research Design and Analysis in Forensic Psychology .......................... 4 hours
PSY520 Statistical Applications in Forensic Psychology .................................... 4 hours
PSY525 Victimology ............................................................................................ 3 hours
PSY530 Legal and Ethical Issues in Forensic Psychology ..................................... 3 hours
PSY547 Mental Health Law in Forensic Psychology .......................................... 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 Sex Crimes and Paraphilias ................................................................. 3 hours
PSY625 Applied Advanced Psychological Assessment ...................................... 4 hours
PSY637 Forensic Counseling .............................................................................. 3 hours

One of the following:

Thesis:
PSY640 Thesis .................................................................................................. 3 hours
PSY640-1 Thesis Extension (if needed) ............................................................... 1 hour
Total .............................................................................................................. 42-43 hours

MAJOR: PSYCHOLOGY

PSY521 Statistical Procedures I ........................................................................... 2 hours
PSY522 Statistical Procedures II ......................................................................... 2 hours
PSY533 Research Design and Analysis I ............................................................... 2 hours
PSY534 Research Design and Analysis II ............................................................. 2 hours
PSY541 History and Systems of Psychology ....................................................... 3 hours
PSY543 Developmental Psychology .................................................................. 3 hours
PSY545 Advanced Theories of Personality ......................................................... 3 hours
PSY546 Psychopathology ................................................................................... 3 hours
PSY611 Professional Issues I: Law and Ethics .................................................... 2 hours
PSY612 Professional Issues II: Cross Cultural Issues in Psychology .................. 2 hours
PSY621 Social Psychology ................................................................................ 3 hours
PSY622 Cognitive Psychology .......................................................................... 3 hours
PSY631 Neuropsychology ................................................................................ 3 hours
PSY641 Capstone Research I ............................................................................... 2 hours
PSY642 Capstone Research II ........................................................................... 2 hours
Total .............................................................................................................. 37 hours
GRADUATE-LEVEL CERTIFICATES

Tiffin University certificate programs are designed for working professionals who wish to enhance their professional knowledge, skills, and leadership abilities. This practical, flexible and learner-centered curriculum is offered completely online with no residency requirement. Mid-career professionals, traditional and non-traditional students may find certificate programs particularly valuable for:

• Exploring a new professional path or career
• Staying current with industry trends, strategies, philosophies, and knowledge
• Justifying a promotion
• Continuing lifelong learning goals
• Complementing a formal course of academic study with practical training and skills

Courses completed toward graduate certificates may be applied to Tiffin University's graduate degrees. All graduate-level certificates are only available in the online format, except Addictions Counseling, which is only available on the Tiffin Campus.

CRIMINAL BEHAVIOR CERTIFICATE

This certificate provides learners with expertise in the psychological causes of crime. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY512 Introduction to Forensic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY547 Mental Health Law</td>
<td>3</td>
</tr>
<tr>
<td>PSY552 Criminogenic Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td>PSY615 Drug Abuse &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>PSY626 Advanced Psych Assessment Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSY636 Cultural Competence in Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

HEALTHCARE ADMINISTRATION CERTIFICATE

This certificate is designed for working professionals employed in the areas of education, childcare, social services, healthcare, and business. The curriculum will focus on management systems, decision-making tools, new technologies, financial management, referral systems as well as current issues in health law and ethics.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT522 Management of Human Resource</td>
<td>2</td>
</tr>
<tr>
<td>HCA540 Managing Healthcare Systems</td>
<td>2</td>
</tr>
<tr>
<td>HCA552 Current Issues in Healthcare Administration</td>
<td>2</td>
</tr>
<tr>
<td>MGT613 Operations Management</td>
<td>2</td>
</tr>
<tr>
<td>HCA633 Healthcare Finance and Process Management</td>
<td>2</td>
</tr>
<tr>
<td>HCA642 Healthcare Policy, Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12 hours</strong></td>
</tr>
</tbody>
</table>

HOMELAND SECURITY ADMINISTRATION CERTIFICATE

This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for criminal justice personnel.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENF535 Administration of Strategic &amp; Actionable Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>ENF540 Continental United States (CONUS): Border/Transportation Security</td>
<td>3</td>
</tr>
<tr>
<td>ENF645 CONUS: Counter-Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>ENF650 Critical Infrastructure Protection</td>
<td>3</td>
</tr>
<tr>
<td>ENF660 Response: Natural Catastrophic Events</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
</tr>
</tbody>
</table>

GRADUATE-LEVEL CERTIFICATES

Crime Analysis
Criminal Behavior
Justice Administration
Healthcare Administration
Homeland Security Administration
Leadership for Managers and Supervisors
Small Business Management
Sports Management

POST-LICENSEURE CERTIFICATE

Addictions Counseling

CRIME ANALYSIS CERTIFICATE

This certificate provides students with a theoretical overview of crime analysis, the criminal intelligence process, the use of geographic information systems and contemporary issues in Justice Administration.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENF512 Theories of Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENF532 Computer Applications in Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENF612 Criminal Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>ENF622 Geographic Information Systems: Applications in CJ</td>
<td>3</td>
</tr>
<tr>
<td>ENF627 Crime Analysis Field Project</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

GRADUATE-LEVEL CERTIFICATES

290 291
**JUSTICE ADMINISTRATION CERTIFICATE**

This certificate provides learners with perspectives in human resource management, policy formation and analysis, law and management practices and administrative theory.

**LEADERSHIP FOR MANAGERS AND SUPERVISORS CERTIFICATE**

This certificate helps individuals focus on moving up the organizational ladder into new supervisory roles, middle management, or upper-managerial positions. The curriculum centers upon those characteristics that develop and promote leadership and stress decision-making and managerial skills.

**SMALL BUSINESS MANAGEMENT CERTIFICATE**

This certificate helps learners obtain practical business knowledge in marketing, accounting, and management to successfully achieve their personal and professional goals. The program focuses on developing competencies in communication skills, leadership, and problem solving.

**SPORTS MANAGEMENT CERTIFICATE**

This certificate is designed to be convenient while providing the structure necessary to enhance your marketability and improve your business skills. We are prepared to help you make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

**ADDACTIONS COUNSELING: POST-LICENSEURE CERTIFICATE**

The goal of the graduate Addictions Certificates are 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 professions. This mission is closely aligned with that of Tiffin University's mission to offer quality, professionally focused, learning-centered graduate programs and life-long learning opportunities to prepare for successful careers and for productive and satisfying lives of excellence, leadership and service. The faculty's goal is to provide high quality training programs grounded in self-evaluation and improvement with the intention to remain responsive to the changing requirements of a dynamic and pluralistic society. The curriculum also aims to develop the knowledge, attitudes, and skills necessary in working successfully with chemically involved individuals and families across a broad range of settings.

Tiffin University’s professional certificate in Addictions Counseling is designed for returning or existing professional students (those with at least a Bachelor's degree in a behavioral science). The certificate curriculum begins with a basic level, which is where many students are likely to start.

**ADDACTIONS COUNSELING: POST-LICENSEURE CERTIFICATE**

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</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CSR510 Addiction Theory &amp; Practice</td>
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<tr>
<td>CSR520 Counseling Procedures: Strategies with Addicted</td>
<td>3</td>
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<tr>
<td>&amp; Disordered Populations</td>
<td></td>
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<tr>
<td>CSR525 Group Process &amp; Techniques: Working with</td>
<td>3</td>
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<tr>
<td>Addicted and Disordered Population</td>
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<tr>
<td>CSR535 Assessment &amp; Diagnosis of Addictive &amp; Behavioral</td>
<td>3</td>
</tr>
<tr>
<td>Health Problems</td>
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<tr>
<td>CSR540 Prevention, Intervention, and Treatment Planning in</td>
<td>3</td>
</tr>
<tr>
<td>Addictions</td>
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<tr>
<td>CSR545 Theory and Practice of Relationship Counseling in</td>
<td>3</td>
</tr>
<tr>
<td>Addictions &amp; Behavioral Health</td>
<td></td>
</tr>
<tr>
<td>Total</td>
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</table>
Graduate Course Descriptions

ENG501*
Introduction to Graduate Writing* (3 cr. hours)
Cannot be used to fulfill graduation requirements.
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.

MGT505*
Fundamentals of Business Enterprise* (2 cr. hours)
Students must receive a 'B' or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.
This course is the first step in a well-planned learning agenda that prepares students in understanding the basic tenets of the business environment. Students will be exposed to common professional components within the Tiffin University MBA program including business policy, business ethics, legal issues, globalization, marketing, and management (Organizational Behavior, Human Resources and Operation Management).

MGT506*
Fundamentals of Quantitative Business Methods* (2 cr. hours)
Students must receive a 'B' or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.
This class is for MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of accounting, economics, finance, information systems and statistics.

ACC510
Financial Accounting (2 cr. 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 cr. hours)
Prerequisite: ACC510
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.

CIS514
Information and Decision Support (2 cr. hours)
This course reviews basic information technology and systems, discusses the importance of data, information and knowledge management in organizations, the role these play in obtaining and maintaining competitive advantages, the use of e-commerce nationally, internationally and globally and the impact of the digital divide on an increasingly global economy, the formation and appraisal of sound information systems, and issues of cyber crime and cyber ethics.

ECO524
Managerial Economics (2 cr. hours)
Prerequisite: MAT513
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 cr. hours)
Prerequisites: ECO524
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.

FIN612
Managerial Finance (2 cr. hours)
Prerequisite: ACC512
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.
FIN616
International Financial Management (2 cr. hours)
Prerequisite: FIN612
Structure and operation of global financial markets: The international monetary system, global banking, eurocurrency markets, global securities markets, foreign exchange markets, emerging capital markets, and global portfolio management. Financial skills 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.

FIN624
Financial Markets and Institutions (2 cr. hours)
Prerequisites: ECO524 and FIN612
This class introduces students to the institutions and markets that form the worldwide economic system of trading financial and real assets. The course will cover concepts of financial theory, institutional detail, regulations, and the history of the financial markets. Students will be exposed to legal, ethical, technological, and global issues facing financial managers, financial markets, and the financial assets traded in these markets. The course is designed to provide an overview of the financial world, the financial assets that are traded, and the people who participate in the financial markets.

FIN625
Investment Analysis (2 cr. hours)
Prerequisite: FIN612
This class examines the investment process. Students will learn how to put together a portfolio and understand and interpret news about the financial markets. It will discuss different types of securities (bonds, stocks, mutual funds, derivatives) and how they are combined to form a portfolio. It includes background information relative to these securities. This information includes topics such as types of markets, placing orders, and what interpreting stock indices represent.

FIN626
Emerging Markets Finance (2 cr. hours)
Prerequisites: ECO524 and FIN612
This course deals with investment issues that are unique to emerging economies since they are likely to afford significant growth opportunities for global investors. The course will provide a framework for understanding the international financial environment including markets, systems and institutions and will focus on challenges confronting firms that compete in the global marketplace. An array of issues relevant to firms operating on the global stage, including analyzing international opportunities; developing foreign entry, growth and pricing strategies; financing business operations; and leveraging resources and capabilities internationally will be discussed. We will discuss techniques that will enhance investment decision-making by future managers in emerging markets.

HCA540
Managing Healthcare Systems (2 cr. hours)
Prerequisite: MGT522
This course is a comprehensive approach to the multitude of organizations and flow management systems for managing healthcare. Students explore the historical context, social implications, evolution and current state of healthcare services in America. Topics include the types of managed care organizations, provider payment plans, utilization control, negotiations, underwriting and rate setting, and managing efficient and effective organizational structures. The course also addresses marketing and information systems (both onsite and web-based) for business operations and management decision making in the industry.

HCA552
Current Issues in Healthcare Administration (2 cr. hours)
The course is designed to expose students to significant current issues that impact the healthcare professional. Topic areas will include healthcare industry-specific marketing, technology, finance, human resource management, the political environment, healthcare management culture and other current issues as they relate to the healthcare administrator. Topics will vary as changes to the industry environment dictate.

HCA633
Healthcare Finance and Process Management (2 cr. hours)
Prerequisite: MGT613
This course is designed to educate students regarding the complex and volatile aspects of healthcare financial management and how these aspects affect the processes associated with provide healthcare services in a variety of healthcare settings. Topics address organizational behavior while focusing on wage and benefit factors, operating revenue by payer sources, healthcare tax status information, managing capital, capitation and fee-for-service reimbursement, healthcare reform regulatory requirements related to reimbursement for all sectors in the industry, capital and financial budgeting and forecasting, managing inventory, strategic planning, and healthcare ratio analysis. Students investigate the application of financial management to an industry where reimbursement from payers has declined for over a decade while the demand for technologically advanced and expensive healthcare services will soon meet a breaking point. The social justice issues of quality, access, and cost for healthcare services is examined within the reality of available funds to provide such services.
HCA642
Healthcare Policy, Law, and Ethics (2 cr. hours)
This capstone course will require students to examine general healthcare administration issues within a framework of legislative issues and their impact on healthcare systems in the United States. Special emphasis will focus on the changes in federal governmental regulations and their impact on quality and financial administrative issues. Through the case study approach involving politics, policy, regulatory environments, economics and ethics, students will critically analyze issues for both healthcare providers and organizations related to corporate governance, personal choice, and regulatory compliance. Topics will include applied ethics, conflicts of interest, and allocation of scarce resources, FDA regulations, confidentiality, payment policies, patient rights, data security, professional liability, and global competition.

MAT513
Statistical Methods for Managers (2 cr. hours)
This course provides an in-depth coverage of descriptive and inferential statistics. Students learn how to interpret statistical analysis and how to use statistical techniques in managerial problem solving.

MGT511
Individual and Teamwork (2 cr. hours)
The focus of this class is on understanding individual behavior in organizations and on becoming a more successful team member. Problem solving through improved communication and effective management of individual and group processes is studied and practiced.

MGT522
Management of Human Resources (2 cr. hours)
The focus of this course is the human side of enterprise. The sub-functions of human resource management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

MGT531
Leadership and Influence (2 cr. hours)
Course focus will be on learning to make a difference as a leader. Discussion and utilization of practical principles of leadership with an emphasis on integrating theory and practice are included. Students will work to create a model and set of related perspectives about how one can become a better leader of one’s self as well as the organization.

MGT603
Negotiations & Conflict Resolution (2 cr. hours)
The course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

MGT613
Operations Management (2 cr. hours)
The management of operations in manufacturing and service sectors is the topic of this course. The course builds on a foundation laid by Decision Modeling for Managers. Operations Management and its relationships to the other managerial functions in the organization will also be covered.

MGT614
Global and Transnational Management (2 cr. hours)
This course deals with the management of multinational enterprises and managing in a global economy. Building on the interdisciplinary knowledge gained throughout the program, this course deals with cross-cultural issues, sociopolitical and economic concerns, and international strategic management.

MGT618
Organizational Leadership and Group Performance (2 cr. hours)
An analysis of organizational leadership and the practice of leading and managing corporations and small businesses and nonprofit associations or governmental agencies. The intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical application. The concepts of transformational and transactional leadership are continually examined and students are encouraged to develop their leadership skills through case analysis, role development, and research projects.

MGT620
Leading Organizational Change (2 cr. hours)
This course moves from the theory to the practical applications of leadership and organizational behavior. An analysis of the management of innovation and change in organizations; the technical, economic, and social dynamics associated with the change process; and the role of the leader as a change agent. Case studies of organizations undergoing change, and biographies of leaders and change agents, are examined. Students will analyze each phase of the consulting process (i.e., contracting and role negotiation, assessment and diagnosis, action planning, implementation and evaluation).

MGT621
Organizational Analysis and Design (2 cr. hours)
Prerequisite: 16 hours of previous graduate coursework
The examination of organizations in terms of patterns in design and operation through topics including organizational-environment interface, structure, technology, and socio-technical systems and culture are the basis for this course.

MGT622
Strategic Management (2 cr. hours)
Prerequisite: FIN612
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.
**MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE (continued)**

**MGT623**
Legal and Ethical Issues in Management (2 cr. hours)
The ethical and legal issues facing managers in the public and private sectors are the focus of this course. Current issues, regulations, trade practices, and liability will be discussed.

**MGT624**
Industry and Competitive Analysis (2 cr. hours)
**Prerequisite:** MGT622
This course studies strategic management at the industry level. It examines the key result areas and the driving forces in specific industries, for example, automobile industry in the US, or soft drink industry in Europe. The course will cover the regional, US, and global markets and industries.

**MGT625**
Human Resource Planning & Talent Acquisition (2 cr. hours)
**Prerequisite:** MGT522
This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short- and long-term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.

**MGT626**
Talent Development & Performance Management (2 cr. hours)
**Prerequisite:** MGT522
This course centers on retaining and developing employees and aligning their performance with organizational goals. Topics include performance appraisal and feedback; compensation, benefits and total rewards; training and development; and human resource information systems (HRIS).

**MGT627**
Strategic Human Resource Management (2 cr. hours)
**Prerequisite:** MGT522, MGT623, MGT626
This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include measurement of HR outcomes and their impact on the bottom line; HR and organizational strategy; HR and globalization; and HR’s role in other strategic management decisions.

**MGT670**
Business Administration Internship (2 cr. hours)
**Prerequisite:** 20 hours of MBA coursework, 3.0 cumulative gpa, permission of the Dean and completion of internship application
This internship provides students with the opportunity to undertake professional level employment that leverages their first year MBA studies and supports their career objectives while earning credits toward their degree. A minimum of 200 hours will be spent with the employer and supervised by a member of the business faculty.

**MGT690**
Special Topics (2 cr. hours)
The global, cultural, economic, legal, and competitive environment of business is constantly changing, therefore the MBA curriculum also includes a class that focuses on a topic that is especially relevant at the time the MBA cohort is preparing to graduate. Past examples include events such as the impact of potential terrorism on business or ethics in the wake of the Enron and other financial scandals that were timely and focused on that moment in time.

**MKT523**
Marketing Management (2 cr. hours)
This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on 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 cr. hours)
**Prerequisite:** MKT523
This course provides students with the key concepts and tools to turn raw data and information into useful marketing intelligence. Students will examine new and existing 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.

**MKT611**
Business Research Analysis (2 cr. hours)
**Prerequisite:** MAT513, MKT523
This course focuses on research methods and tools used by decision makers in organizations. Topics to be covered will include the scientific method, primary and secondary data, research design, reliability and validity, sampling frames, and applied statistics that are required to make organization decisions. The student will analyze information generated for and by the organization.

**MKT622**
Strategic Brand Management (2 cr. hours)
Course will address the strategic importance of branding and will focus on the design and implementation of marketing programs and activities to build, measure, and manage brand equity. It addresses 3 important questions: (1) How do you build brand equity? (2) How can brand equity be measured? (3) How do you capitalize on brand equity to expand your business?
NPM615
Principles of Nonprofit Management (2 cr. hours)
This course will explore the foundations of nonprofit management and leadership. The course will analyze concepts surrounding program creation and grant writing, human resources, marketing, operational requirements and basic leadership. The course will help students understand the multi-faceted requirements of nonprofit leaders and the requirements of organizational effectiveness, building capacity and sustainability and evaluation.

NPM625
Program Management and Strategic Planning in Nonprofits (2 cr. hours)
Prerequisite: NPM515
The goal of this course will be to understand the marketing, communication and program pieces of nonprofit organizations. The course will develop insight into culture and requirements to making nonprofit organizations successful. Data driven design and analysis will lead to the course will explore the elements of marketing, communication and program management in nonprofits.

SRM532
Communication and Fund Raising in Sport (2 cr. hours)
Students will recognize communication as integral to the 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.

SRM534
Business Strategies in Sport (2 cr. hours)
This course provides a study of the principles of personnel management including recruiting, staffing, development of human resources, maintaining a favorable work environment, compensation administration, benefits, security, and system appraisal as they apply to sport agencies. The course emphasizes the value of diversity and inclusion in human resource practices of sport organizations.

SRM670
Sport Mentorship (2 cr. hours)
Students are required to participate in 200 contact hours documented in a daily log, and weekly journal blog report. The mentorship cannot be under the current scope of responsibilities of an organization in which the student/employee is assigned. To enroll in the mentorship, students must complete an online application and have completed a minimum of 12 hours of MBA classes with a minimum gpa of 3.0. 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.
**MASTER OF EDUCATION (Med) DEGREE**

**EDU520**  
Issues in Student Affairs (2 cr. hours)  
All colleges and universities center around students. This course focuses on issues that students face on campus, as well as issues that colleges and universities face as they try to help students live and learn in a higher education context. Topics include philosophies of student affairs, student success, organization, problems, and future directions of student affairs.

**EDU532**  
Diversity in Education (2 cr. hours)  
This course provides understanding of cultural, ethnic, economic, gender, and racial differences and similarities in American society; focuses on educational organizations implementing successful strategies of working successfully with the needs of diverse students to insure high quality educational outcomes.

**EDU536**  
Philosophy of Education (2 cr. hours)  
Examines philosophical issues in educational theory and practice while considering influential work by classical and contemporary educational theorists.

**EDU538**  
Information Literacy for Educators (2 cr. hours)  
An introduction to information literacy: the ability to locate, evaluate and use information. Participants will learn techniques to improve their own and their students’ research skills and will learn methods of infusing information literacy into their curricula. Information issues and their effects on society and education will also be discussed.

**EDU541**  
Educational Research (2 cr. hours)  
Introduces methods of research in education; emphasizes research strategies and analysis of descriptive and judgmental information for selecting, planning, and evaluating research problems; uses library resources, data gathering, and writing a research proposal.

**EDU547**  
Technology for Educators (2 cr. hours)  
This graduate level course will extend students’ competence with advanced applications commonly found in educational settings; emphasize evaluation, utilization, and collaboration with digital communication tools’ integration of microcomputer hardware and software, database, and word processing uses across the educational curriculum and administrative support programs. This course will begin with a self-evaluation of the student’s own proficiency with diverse technologies, while keeping in focus the National Education Technology Standards for Teachers.

**EDU550**  
Special Needs Learners (2 cr. hours)  
Develops a curriculum rationale, philosophy, and skills in curriculum analysis; reviews selection, development, and adaptation of curricula, instructional plans, and materials fitting the goals of the school and the needs of exceptional learners in special and regular classrooms; emphasizes psychological, sociological, educational, philosophical, and ethical aspects of children and families with special needs (including gifted and talented). Covers such topics as legislative, assessment, and programming issues, risk indicators and risk assessment; tools and instruments for informal assessment; and interpreting standardized observational measures.

**EDU552**  
Educational Leadership (2 cr. hours)  
Emphasizes the philosophical, social, and political aspects of educational leadership; examines research on best practices in developing and adapting curriculum to impact positively students with disabilities; examines the varying models that support curriculum and instructional approaches with the aim of preparing educators for curricular leadership roles within their own school settings.

**EDU572**  
World History of Education (2 cr. hours)  
Surveys education from ancient Judaic schools to major contemporary education developments; emphasizes institutional developments and cultural events that have accompanied them; reviews historical background of contemporary theory, practice, and reform.

**EDU585**  
Student Enrollment and Retention (2 cr. hours)  
This course covers a systematic set of activities designed to enable educational institutions to exert more influence over their student enrollments, ways to attract and retain a pool of students based on the goals of the educational organization in selectivity in enrollment practices. The student will learn the procedures involved in the application process, methods of marketing the university and programs to attract applicants to the university. The course will also cover predictive models. The course will focus on undergraduate enrollment, covers both graduate and professional school enrollment. Students learn the roles involved in admissions and retention of students through academic, social and athletic integration.

**EDU586**  
Instructional Design Principles (2 cr. hours)  
This course covers the process of instruction through the analysis of learning needs and systematic development of learning materials. The course covers how technology and multimedia can be used as tools to enhance instruction, and to enhance the assessment of the learning process.
EDU590
Assessment and Student Learning (2 cr. hours)
This course introduces how to develop assessment programs to support student learning. Higher education administrators will need to understand assessment techniques. In addition, the student will learn how to employ the applicable assessment strategies to ensure that the goals of the organization are ultimately attained. The student will learn to identify evidence and use this evidence for assessment of and improvement of program objectives. This course will contain assignments that will guide the student in performing effective, high quality assessment and program evaluations.

EDU591
Learning Management Systems (2 cr. hours)
Educators must successfully add to current curriculum by using learning management systems, with the goal of teaching students not only curriculum content, but also how to use technology to complete tasks necessary to the skills of all future employees. This course reviews the student perspective in learning, using learning management systems inside and outside the classroom, using learning management systems for students with special abilities and/or disabilities, and using learning management systems for total online learning within both educational organizations and in educational arms of other organizations.

EDU605
Game Based Learning and Analytics (2 cr. hours)
Digital game-based learning (DGBL) is an instructional method that incorporates educational content and learning principles into digital games. The student will learn to identify the components of quality digital games, integration of DGBL with other types of learning curriculum, designing DGBL, and using DGBL with special needs learners.

EDU611
Psychology & Sociology of Learning (2 cr. 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 cr. hours)
Debates major curricular movements, principles of curriculum development, and recent trends including content area and national and state standards (specifically the Ohio Standards); considers recent theoretical and research developments related to classroom, current practices and innovations in educative process, and classroom tools including use of the internet and Ohio Link.

EDU615
Ethical & Legal Issues in Education (2 cr. hours)
Develops knowledge, skills, and attitudes essential for making responsible professional decisions based on legal and ethical principles relevant to curriculum, students, liability, and finance. Emphasis on case studies related to curriculum and instruction.

EDU617
Current Practices in Classroom Behavior & Management (2 cr. hours)
Analyzes and interprets data, design, and evaluation of behavioral treatment interventions related to the principles of applied behavior analysis; examines ways in which the classroom environment and set-up impact behavior, and examines ways in which special needs students may be better integrated into the inclusion setting.

EDU619
Challenges in the Use of Technology in Education (2 cr. hours)
This course discusses and analyzes the challenges facing educators in implementing technological advancements in technology in order to increase efficiency and efficacy in learning. Perspectives of educational challenges from the student, teacher, facilitator and administrator are covered.

EDU624
Crisis Prevention and Intervention in Education (2 cr. hours)
This course will cover effective institutional management of crises impacting students and the stability of the educational organization. The curriculum covers an overview of the types of threats and hazards facing higher educational institutions. The student will learn traditional crises models of response, but also identify models of prevention. Identification of risk factors impacting organizational security will be covered, including student and employee mental health issues, alcohol and other drug use, and campus violence. Students will learn to structure systems to manage immediate emergency situations, and use assessment tools to identify changes in processes to enable strengthened safety structures. Students will learn to engage with the community and law enforcement to prevent and manage campus crises.

EDU625
Functions of Web Based Apps in Education (2 cr. hours)
This course guides educators in transforming curriculum and courses through using web sources and applications. The course covers construction of curriculum delivery using apps. Both open web source apps and open source materials through app delivery are covered. The course will cover newly developed apps that can be used to support educational objectives.
**MASTER OF EDUCATION (Med) DEGREE** (continued)

**EDU635**
*Human Resource Management in Educational Organizations (2 cr. hours)*
This course focuses on the organizational systems and activities that colleges and universities can use to create effective management of both faculty and staff employees. Topics included in this course include information systems and management of employee information, strategic planning for organizational needs and productivity, human resource processes, legal regulation and unionism and collective bargaining.

**EDU637**
*Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)*
This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH Act, FERPA considerations in security and privacy, CFRA, international law, and regulation and conflict of laws.

**EDU640**
*Higher Education Finance and Budgeting (2 cr. hours)*
This course focuses on the language and processes in budget development and management. A study of budgeting models for public and private organizations. This course includes the factors involved in implementing institutional budgets. Application to case studies.

**EDU642**
*Higher Education Athletic and Sports Management (2 cr. hours)*
This course focuses on a general understanding of the administration of athletic programs in higher education. Topics covered include the legal and ethical aspects in athletic department management, recruitment, educational support programs for athletes, media communication, promotion, finance, and event management.

**EDU643**
*Educational Measurements (2 cr. hours)*
Refines test construction, item analysis, and statistics for test scores. Introduces sampling and probability; linear correlation and regression; tests of significance and effect size; reliability, validity, and measures of central tendency.

**EDU654**
*Analysis of Common Core Standards (2 cr. hours)*
Examines current research and trends in teaching and learning according to common standards set forth by the State Department of Education. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

**EDU680**
*ePortfolio Capstone Project (2 cr. hours)*
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 that provides a showcase for the work they have done. The ePortfolio will include representative artifacts drawn from all courses in the TU graduate program as well as individual professional development credentials they may have completed during the degree program. Students will organize presentations around their individual themes. Each student will include a summative paper that explains how the portfolio reflects what she/he has learned and what the degree will enable her/him to do in the future. The ePortfolio will provide both students and faculty with tangible evidence of the student's academic scholarship and professionalism.

**MASTER OF HUMANITIES (MH) DEGREE**

**ART515**
*Teaching College Art (3 cr. hours)*
This course investigates the practical issues and challenges of teaching art in a college setting, including teaching studio art, art appreciation, and art history. Students will learn to develop effective syllabi, identify and articulate learning objectives, design effective projects, teach with artifacts and objects, facilitate engaging discussions, and methods of assessment in the arts and the critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. Problem solving on the individual and group level will be stressed. Note: This course will require several scheduled Live Chat sessions.

**ART524**
*Creativity and Its Development (3 cr. hours)*
This course is 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, artists, and student contributions will help examine this broadly defined field. In this seminar-style course, the creative process will be examined from various angles. Students will participate in the analysis of theories of creativity, experiments in their own creative processes, and through examination of the work of other artists. This course investigates artistic decision-making by involving students in the creative process and examining the psychology, sociology, and biology of creation. A combination of independent study and seminar, students design, research, and produce artistic work focused on their individual interest within the arts; collectively, the students examine the nature of creativity and art. Students analyze artistic choice by examining works of art, researching and discussing the artist and his/her context, and participating in workshops with visiting teaching artists.
ART525
History of Photography (3 cr. hours)
This course surveys topics in the history and cultural uses of photography in Europe and the US in the 20th and 21st centuries. Starting with the origins of photography in Enlightenment and early Industrial Revolution Europe, students examine the role of the daguerreotype in the US, and photography’s role within war, western expansion, and social Darwinism. There will be discussions on the establishment of elite art organizations in Europe and the US by the 1890s concurrent with the flood of mass consumer photography and commercial production. The course will then examine major developments and uses of photography such as magazine journalism, advertising and fashion, and social documentary as well as photographic practices linked to art movements like constructivism, surrealism, documentary realism, and formalism. It will conclude with a look at the more contemporary postmodern practices, which foreground the question of photography’s social and psychic operations. Special attention will be paid to the interrelations among photography’s diverse cultural uses and the terms in which debates about the medium’s unstable art status have played out.

ART530
Cult and Independent Film (3 cr. hours)
This course examines various cult films and the cult film phenomenon. From the definition (or designation) of “cult” to the unusual yet vital role in society this non-genre 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.

ART533
Film Censorships (3 cr. hours)
This course focuses on social and cultural aspects of film censorship while in its examination of key issues and events in the history of film censorship in the United States. Film clips and images will be available for viewing on the course site, but members of the class may be required to view several full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART534
Third Cinema (3 cr. hours)
This course surveys the history and theory of what is currently understood as “Third Cinema.” This course will concentrate on films and filmmakers from Africa, Latin America (Central and South America), the Indian Subcontinent, the Middle East, East and Southeast Asia, and Turkey. “Third Cinema” can be thought of in a number of ways, and its definition, like the world, is changing rapidly. Therefore, part of the task of this course is to critically and thoughtfully negotiate the slippery terrain of what “Third Cinema” might be. Briefly, broadly, and as a starting point, Third Cinema can be thought of as cinema produced in what is sometimes referred to as the “Third World” films that are politically or socially conscious (though not always) from these regions and countries; and/or a type of cinema from these regions or countries that is neither a Hollywood style entertainment cinema (“first cinema”) or European style Art Cinema (“second cinema”). Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART535
Classic Hollywood Cinema (3 cr. hours)
This course explores the popular reception, historical and technological advents, and narrative, aesthetic and cultural aspects of the “Golden Age” of cinema as it developed in the United States. The time period is roughly 1929-1945, though some consider it to extend through 1950 and even 1960. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART561
Survey of Western Art History (3 cr. hours)
This course is an introduction to the art of the West from prehistory to the present. Works will be studied within their historical, religious, political, economic, aesthetic, and social contexts. Methodologies of the discipline of art history will be explored, as well as primary source texts from the cultures in which these works were created.
ART562
Film Theory (3 cr. hours)
This course is required for all students in the Film Concentration.
This course will explore the development of ways of thinking, talking, and writing about film in a manner that goes beyond movie reviews or personal evaluations. Students will engage film theory from early classic theory to contemporary forms of film analysis. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered. This course is required for all students in the Film Concentration.

ART563
Art and Culture of the Graphic Novel (3 cr. hours)
This course will examine the form of the graphic novel and its critical and cultural impact. Comics and graphic novels have a significant influence on American popular culture but have only recently received serious scholarly attention. This course will explore the history of the graphic novel, some of the theories surrounding image-text sequential art, and the different uses of the graphic novel as a form of storytelling. We will examine the graphic novel as an art form, and analyze the role of the comic and graphic novel in American culture. Particular attention will be paid to the superhero genre, as well as to the contemporary trend of autobiographical and literary graphic novels and an investigation of graphic novels worldwide.

ART623
Aesthetics (3 cr. hours)
This required core course provides students with an overview of aesthetics as it embraces a philosophy of art, beauty, and taste and investigates the ways in which humans create, experience, and evaluate the fine arts. Class discussions will focus on artistic masterpieces from a number of disciplines including music, drama, literature, painting, and sculpture. Throughout the course, students will analyze readings that explore philosophical issues and historical problems of various theoretical approaches to art and will include discussions on the nature and function of the artist, the intrinsic significance of an artistic object, and the concepts of aesthetic value, experience, attitude, and criticism. An emphasis will be placed on developing a personalized philosophy of art.

ART624
Women and Art (3 cr. hours)
Art history as a discipline has expanded over the last thirty years to move beyond formalism and connoisseurship to include divergent perspectives in theory and visual culture. Feminism provides a framework to examine the intersections of race, gender, and sexuality to challenge the idea of art history as a unified discourse. This course will examine the impact of women on the arts in 3 ways. It will examine the theories of feminism, race, gender, and sexuality and explore how these theories are expressed in the visual arts. The course will also survey the lives and contributions of women artists from the Renaissance to the present, and the shifts in the portrayals of women, and criticism of female artists over that time period.

COM520
Philosophy of Communication (3 cr. hours)
This course is a survey of the genealogy of communication and how communication creates shared experiences between people. Through a collection of readings, students will examine how and why society thinks about communication 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.

COM522
Logic, Reasoning, and Persuasion (3 cr. hours)
This course studies the development of reasoning and formal logic and its relationship to persuasion and argumentation. It provides an overview of logical thinking, distinguishing rational inquiry from mythological inquiry and regulative thinking from associative thinking. Students will learn to articulate logical thinking or reasoning as a process of making logical argument and will discuss 3 basic modes of reasoning in persuasion and argumentation: deduction, induction, and abduction, explaining their practical applications in the studies of humanities. Students will also be introduced to possible world semantics and thought experiments, which help participants to build logical foundations for developing rational, independent, critical, and creative thinking.

COM531
Transmedia Storytelling (3 cr. hours)
Transmedia storytelling engages audiences across media multi-dimensionally. Students learn to provide critical information, back story, and details of an ongoing narrative through multiple media means such as comic books, films, television programs, web content, mobile content, social networks, and games, creating a more expansive and immersive experience for the audience. The course examines the role and structure of narrative in audience engagement and who dynamic new trends in media content development impact consumers. Students will analyze case studies, and upon completion of this course, evaluate and develop a transmedia story-strategy.
COM532
Documentary Film (3 cr. hours)
Documentary films have emerged as a popular medium for non-fiction storytelling. This course will give a conceptual overview of the form, strategies, and conventions of documentary films and videos. We will screen historical and contemporary documentaries to examine questions of defining the genre, ethical dilemmas, the debate over objectivity, and the ways that documentaries can stimulate critical thinking about the construction of our social world. Students will need to join a movie subscription service to gain timely access to the films for each week. Please note that it will be very difficult to access these films outside of the U.S., and so students living internationally are advised to check on the accessibility of the films before registering for this course.

COM580
Politics and the News (3 cr. hours)
Prerequisite: Completion of 12 hours in the Master of Humanities program
This course will critically analyze how the news media influenced public discussion of political and social issues in the 20th and 21st centuries, as well as examine how these issues were debated in the news. Drawing on readings from political science, communications, and history, students will also examine how political powers in mass democracies use the news media as a mechanism of persuasion and social control.

COM625
Philosophers and Philosophies of the Axial Age (3 cr. hours)
This course will examine the axial age, a period in history from 800 BC to 200 BC which, according to German philosopher Karl Jaspers, was a time when common precepts in philosophical principles appeared in China, India, the Middle East and the West. Jaspers saw this time as pivotal in human evolution in that the philosophical and spiritual principles emerging throughout these regions seeded the world’s major religions and contemporary philosophical beliefs. Confucianism and Taoism in China, Hinduism and Buddhism in India, philosophical rationalism in Greece, and monotheism in Israel that formed the basis of Rabbinic Judaism, Christianity, and Islam. This was also a time of great violence and brutality, to which the axial sages spoke and uniformly called on people to be compassionate and ethical in their relations with others. The idea of the Golden Rule ‘do unto others as you would like done to yourself’ became a universal cornerstone of religious and philosophical teaching.

COM630
Issues in Cyberspace (3 cr. hours)
This course explores some of the social, cultural, legal and political issues associated with the evolution of the online world or Cyberspace. From its origins as a government sponsored communications network, the Internet has evolved to become the center of information society. This course examines the boundaries of online behavior and freedom of expression when it comes to issues such as privacy, piracy, copyright, anonymity, libel, cyberbullying, indecency, and social networking just to mention a few. Topics are covered through a series of readings, reflections, exploration of web sites, online exchanges and writing assignments that look at how the issues evolved and the different ways of addressing them.

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

ENG501
Introduction to Graduate Writing (3 cr. hours)
Offered Term I & Term II. Cannot be used to fulfill graduation requirements
This course serves 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.

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

ENG530
The Culture and Literature of Modernity (3 cr. hours)
Readings in cultural and literary identity: 1880-1920. Coming after Karl Marx, Charles Darwin, and Sigmund Freud, the style and traditions of literature, music, dance, and art took on a new reality that shattered old artistic conventions. The course will examine the novels of Virginia Woolf and James Joyce, the music of Igor Stravinsky and American jazz artists, the art of the cubists, the dance forms of Isadora Duncan and the evolution of modernism.
ENGS51
Survey of British Literature (3 cr. hours)
This course surveys canonical texts in British literature from Beowulf to the twentieth century in a variety of genres, including but not limited to poetry, drama, short stories, novels, utopian literature, and manifestos. Authors and works may include, but are not limited to, Beowulf, Sir Gawain and the Green Knight, Chaucer, Sydney, Shakespeare, Dryden, Milton, Pope, Swift, Wollstonecraft, the Romantics, Austen, Dickens, the Bromles, the Brownings, the Rossettis, Wilde, and the Modernists.

ENGS52
Survey of American Literature (3 cr. hours)
This course surveys canonical texts in American literature from the Native American period to the present in a variety of genres, including but not limited to poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, early Native American literature, literature from the period of Spanish colonization, British colonial-era literature, nineteenth-century literature, American modernism, sixties literature, and contemporary American literature. Authors and movements may include Bradstreet, Freneau, Emerson, Thoreau, Whitman, Twain, Cooper, Hawthorne, Melville, Eliot, Pound, H.D., Djuna Barnes, Salinger, Updike, Pynchon, Oates, Erdrich, Dillard, literature of the Puritan era, Transcendentalism, Realism, the Harlem Renaissance, Modernism, the Beat Poets, and 60s literature.

ENGS53
Survey of World Literature (3 cr. hours)
Survey of World Literature focuses primarily on significant texts in World Literature from antiquity to the twentieth century in a variety of genres, including but not limited to mythology, creation stories, poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, Gilgamesh, continental European literature, literature from the Spanish Americas, Caribbean literature, Middle Eastern and Indian literature, African literature, Chicano/a literature, and Asian literature. Authors may include but are not limited to Homer, Virgil, Dante, Ibsen, Beckett, Dostoevsky, Tolstoy, Chekov, Paz, Borges, Marquez, Allende, Rushdie, V.S. Naipaul, Derek Walcott, Shani Mooto, Sushako Endo, Murakami, Amy Tan, Chinua Achebe, and others.

ENGS54
Literary Theory (3 cr. hours)
Prerequisite: HUM510
This course studies selected texts and figures important to the history of textual interpretation from the classical era to the twentieth century, including works by Plato, Aristotle, Dante, Dryden, Wordsworth, Arnold, Nietzsche, and others, and contemporary approaches such as Marxist, psychological, structuralist, post-structuralist and postmodernist, feminist, postcolonial, and cultural studies. Contemporary theorists such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michael Foucault, and Jean-François Lyotard will be studied and their central concepts applied to literary texts. Students will learn to consider multiple interpretations of a text and learn to examine the assumptions underlying a variety of interpretive strategies. Students will also explore the interrelationships between writer, reader, and text.
ENG570
Ethnic Voices: Poetry (3 cr. hours)
Ethnic Voices: Poetry will examine the contributions of ethnic poets in the United States by closely analyzing various texts written by Asian Americans, African and Caribbean Americans, and Hispanic Americans. The course will focus upon a variety of issues and themes such as immigration, exile, oppression, spirituality, storytelling, identity, self-representation, culture, and history. Major voices will be studied along with emerging writers. Multicultural literary theory and cultural criticism will be used to analyze the texts.

ENG571
Women in Literature (3 cr. hours)
This course examines perceptions of women and their roles in society as represented in a variety of genres of literature from different time periods and cultures. The course offers a number of works by significant American and European women authors as well as literature about women or in which the situation and position of women forms a major aspect of the text. This course also requires that students explore a variety of significant literary critical and theoretical approaches and articles about women in literature.

ENG583
Poetics of Western Drama (3 cr. hours)
Prerequisite: Completion of 12 hours in the MH program
Readings from ancient dramatic works including those of Sophocles, Euripides, Aeschylus, and Aristophanes. Exploration of the unique nature and continuing significance of Greek tragedy and Greek theater in the drama of Aeschylus, Sophocles, and Euripides. All discussion will stem from Aristotle’s Poetics as the basis for western dramatic traditions and conventions. Topics of study from the texts will include such issues as the tragic voice, the role of women, the nature of heroism, human beings’ relationship to the divine, and the role of the fate in human affairs.

HUM510
Introduction to Graduate Humanities (3 cr. hours)
Prerequisite: Admission to the Master of Humanities graduate program
This course orients students to humanities as a field of study, reviews graduate level writing and MLA documentation style, and reviews research methods. Students will also receive initial instruction in the use of various technologies needed to participate in Tiffin University’s online programs, including but not limited to Moodle, Word, discussion boards, live chats, Turnitin.com, etc.

HUM522
Studies in Philosophy (3 cr. hours)
This course engages students in philosophical studies, including but not limited to culture and identity; mythologies in human experience; the history and philosophy of scientific exploration; and atheism, agnosticism, and skepticism.

HUM533
Studies in Social, Human and Political Sciences (3 cr. hours)
This course engages students in social and human sciences in the fields of psychology, sociology, political science, and anthropology, including but not limited to development of government systems and social practice: How people behave and why.

HUM680
Capstone Project (3 cr. hours)
Prerequisite: Completion of at least 21 hours of graduate level coursework
This course, co-taught by two faculty members, is available for students who wish to complete their course of study with a capstone project.

HUM681
Comprehensive Exams (3 cr. hours)
This course, co-taught by two faculty members, is available to students who wish to complete their course of study at Tiffin University with a comprehensive exam. Due to the nature of this course, because it culminates in a two-week timed exam, students cannot take a grade of ‘I’ under any circumstance. Students may withdraw, if necessary, and retake the course when able.

CSL510
Introduction to Addiction Theory and Practice (3 cr. hours)
This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

CSL520
Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)
This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.
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CSL525
Group Process and Techniques Working with Addicted and Disordered Populations (3 cr. hours)
This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

CSL535
Assessment and Diagnosis of Addictive and Behavioral Health Problems (3 cr. hours)
Examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. Provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems with individuals and families in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Provides significant opportunity for hands-on practice in documentation and ethical decision-making required for counselors and therapists.

CSL540
Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)
This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. Provides significant opportunity for case conceptualization and hands-on practice in treatment planning, documentation and ethical decision-making.

CSL545
Theory and Practice of Relationship Counseling in Addictions and Behavioral Health (3 cr. hours)
An introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

ENF532
Computer Applications in Crime Analysis, Community Policing, and Investigations (3 cr. hours)
Prerequisite: ENF512
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.

ENF535
Administration of Strategic and Actionable Intelligence (3 cr. 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 cr. 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 analyzes 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 cr. hours)
Prerequisite: ENF512
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.
ENF622
Geographic Information Systems: Applications in Criminal Justice (3 cr. hours)
Prerequisite: ENF532; There will be a lab fee associated with this course.
The focus of the class is to provide an overview of Geographic Information Systems (GIS) and the techniques used in the study of criminal justice. This class will cover some of the major concepts that can aid law enforcement in becoming more efficient in the decision-making process in the areas of tactical, strategic, and operational functions. The course will focus on both the theoretical work, which will give a fundamental grounding in the work of environmental criminologists, and in practical application, giving students an understanding of how GIS is applied in law enforcement.

ENF627
Crime Analysis Project (3 cr. 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. To be taken in the last semester.

ENF645
Continental United States (CONUS): Counter-Terrorism (3 cr. hours)
This course is designed to provide contemporary documents and readings to students that concern the evolution of counterterrorism in the United States since the early 1990s. Particular attention will be given to the evolution of United States policy as explained by policy makers affected by the September 11, 2001 attack against the United States. Additionally, materials that concern Presidential Directives, the Commission on National Security, the FISA Act, a discussion concerning various U.S. national strategies, and the effect of law enforcement on counterterrorism will be discussed.

ENF650
Critical Infrastructure Protection (3 cr. 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 and prepare a vulnerability study and protective response plan for a chosen infrastructure.

ENF660
Response: Natural Catastrophic Events-Emergency Preparedness (3 cr. hours)
This course will provide the student with an analysis of the history of U.S. disasters and their consequences on the citizens who experienced them. Public policy concerning relief efforts will be analyzed. Agency roles will be examined to determine their role in catastrophic events. Critical elements in catastrophic event plans will be analyzed. Students will also conduct analysis of common factors affecting response.

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

JUS515
Research Design and Analysis (3 cr. hours)
Examines various research design models applied to the study of crime, and agency administration issues. The course concludes a discussion of the philosophy of scientific inquiry, the discovery and conceptualization of research questions (descriptive, relational, and casual), the operationalization of project concepts and variables, conduct of the study, data analysis, formulating conclusions, and generalization of findings. This course will allow students to analyze various research designs such as historical, legal, action, quasi-experimental, experimental, content analysis, polling, meta-analysis, data mining, citation analysis, policy analysis, investigative reporting, action research, comparative method, observer, participant-observer, micro history, ethnography, oral history, symbolism, photographic analysis, geographic information systems, program evaluation, evaluation, survey research, and other designs and methods. Students will also read and practice policy decisions from report research.

JUS520
Statistical Applications in Criminal Justice (3 cr. 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 cr. hours)
The course examines ethical systems/models and their application to the multitude of criminal procedure, ethical, and civil liability issues in criminal justice such as substantive/procedural justice, legal paternalism, moral paternalism, punishment of the mentally ill/juveniles/white collar criminals, authority, power, discretion, duty, discrimination, gratuities, on-duty use of drugs/alcohol, graft, sexual harassment, excessive/deadly force, undercover work, media, investigation/interrogation, loyalty/whistle-blowing, professionalism, and corruption.

JUS526
Legal and Ethical Issues in Homeland Security (3 cr. hours)
This course will begin with an examination of the Common law, Constitutional and other legal 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.

JUS531
Human Resource & Personnel Management in Criminal Justice - Law & Theory (3 cr. hours)
Offered online only
Provides a background of law and theory of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

JUS532
Human Resource & Personnel Management in Criminal Justice Application (3 cr. hours)
Offered online only
Provides a thorough examination and application of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

JUS610
Justice Administration Policy Formulation & Analysis (3 cr. hours)
Offered online only
Details the research and planning process leading to the formulation of policy to guide criminal justice agencies and practitioners, including the introduction and practice of skills necessary to evaluate the effectiveness of policy in police, court, and corrections agencies. Participants research, develop, and evaluate policies that affect criminal justice practice.

JUS612
Strategic Planning, Cooperation & Coordination (3 cr. hours)
Offered online only
In an increasingly complex world, leaders and administrators in criminal justice agencies need skills that will enable them to successfully prepare and use a strategic plan. Students in this course will address the fundamentals of strategic planning; what it is, why it is important, how it is done, who should be involved, and why many organizations struggle with it. The focus will be on community and interagency strategic planning because a successful strategic plan for a criminal justice agency is firmly rooted in community needs and priorities. The concepts of cooperation, coordination, and collaboration will be used to address alignment of people, resources, and processes to the agency mission, vision and purpose of the organization.

JUS618
Budget and Finance for Criminal Justice Administrators (3 cr. hours)
Offered online only
Sound financial practices are crucial to managing increasingly scarce funds in criminal justice organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to criminal justice organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of budgeting and related areas of fiscal administration, including line item budget format, financial forecasting, performance budgeting, budget development, budget implementation, internal controls, and cost analysis. Students will read, analyze and create budgets, financial statements, and reports.

JUS630
Pro-Seminar in Criminal Justice I (1 cr. hour)
The Pro-Seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.
MASTER OF CRIMINAL JUSTICE (MCJ) DEGREE (continued)

JUS631
Pro-Seminar in Criminal Justice II (1 cr. hour)
The Pro-seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

JUS632
Pro-Seminar in Criminal Justice III (1 cr. hour)
The Pro-seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

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

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

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

PSY512
Introduction to Forensic Psychology (3 cr. 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 cr. hours)
Prerequisite: PSY511 or PSY520
Students in this course will receive an in-depth examination of the application, construction and design of research as it applies to Forensic Psychology. Content includes discussion of philosophy of science, reliability, validity, questionnaire construction, sampling, and a variety of research designs commonly found in Forensic Psychology research. Each student would be responsible for designing and implementing an original, empirical research project.

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

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

PSY522
Statistical Procedures II (2 cr. hours)
Prerequisite: PSY521
This course explores and applies practical statistical methods to the relevant work of psychologists as well as social service and mental health professionals, managers, and executives. We will focus on statistical methods to prepare you to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report agency performance results, and to identify and use various statistical data sources in print and electronic form.
PSY525
Victimology (3 cr. hours)
This course 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 cr. hours)
Prerequisite: PSY511
Forensic Psychologists encounter ethical conflicts when called upon to function in the criminal justice system. This course will focus on various ethical, legal, and professional controversies and dilemmas. Analysis and resolution of these controversies and dilemmas will be explored. Topics include the psychologist-examinee relationship, the retaining party-examiner relationship, legal limits on confidentiality, the psychologist as expert witness, forensic psychology records, etc.

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

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

PSY541
History and Systems of Psychology (3 cr. hours)
This graduate level course will explore and describe the historical and systemic foundations of psychology through the lenses of philosophy, literature, medicine, and art in a lecture/seminar format. Emphasis will be placed on exploring views from other cultures and how the history of psychology continues to influence the field today. Students will engage in online debates, conduct historical research, and present findings in a manner supported by the American Psychological Association’s Publication Manual.

PSY543
Developmental Psychology (3 cr. hours)
This course takes a life span approach in studying human development from conception through death. Students will examine the physical, cognitive, social, and emotional growth in the human being. Emphasis will be on exploring and describing human growth and development in terms of cultural and ecological systems as supported by relevant peer reviewed data.

PSY545
Advanced Theories of Personality (3 cr. hours)
This course will critically examine the research in historical, contemporary, and emerging theories regarding personality formation and development. The methods of measuring personality will also be addressed. Students will develop an integrated and advanced theory of personality.

PSY546
Psychopathology (3 cr. hours)
This course will provide an overview of the history of psychopathology as well as current views and approaches to psychopathology. Behavioral, developmental, biological/neurological, and social/cultural aspects of psychopathology will be examined as will the theories of the etiologies of psychopathology. The role of assessment and diagnosis tools, the DSM and its framework as well as the ICD system, and treatment approaches, including psychopharmacology, will be considered.

PSY547
Mental Health Law in Forensic Psychology (3 cr. hours)
Prerequisite: PSY530
This course will introduce students to the psych-legal issues in mental health law. The course will study the needs and rights of individuals with mental illness and mental retardation, the delivery of mental health services, the regulation of mental health professions, and the concerns of society for persons with mental disability. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.
PSY548
Mental Health Law in Criminal Behavior (3 cr. hours)
This course will introduce students to the psych-legal issues in mental health law. The course will study the needs and rights of individuals with mental illness and mental retardation, the delivery of mental health services, the regulation of mental health professions, and the concerns of society for persons with mental disability. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.

PSY551
Psychopathology and Criminal Behavior (3 cr. hours)
Prerequisite: PSY511
This course explores the link between psychological disorders and different types of criminal behavior. It will provide an in-depth examination of the etiology, symptomology, and dynamics involved in personality deviation and emotional disorder. Disorders from DSM-IV will be covered. Psychological assessment using the DSM-IV and intensive case material will be used.

PSY552
Criminogenic Psychopathology (3 cr. hours)
Prerequisite: PSY512
This course explores the link between psychopathology and criminal behavior. Students in the class will review research on the relationship between psychological disorders and criminal violence. The class explores the various historical trends of forensic views on the role of mental illness on interpersonal and criminal violence.

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

PSY612
Professional Issues II: Cross Cultural Issues in Psychology (2 cr. hours)
Prerequisites: PSY541, PSY546, and PSY611
This course will provide a comparative overview of cultural aspects and effects and their impact on human psychology. It will examine psychological diversity and the links between cultural norms and behavior. It will also review the ways in which particular aspects of human thoughts, feelings, and behaviors are influenced by social and cultural forces. In addition, this course will focus on the cultural influences that shape the personality, identity development, mental health, wellness, and pathology, and help-seeking practices and access and barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

PSY613
Professional Seminar in Advanced Clinical and Experimental Forensic Psychology (3 cr. hours)
Prerequisites: PSY515 and PSY530
This course provides an in-depth examination of the areas of Advanced Clinical and Experimental Forensic Psychology. Students will conduct analyses of contemporary topics in these two areas as they impact the criminal justice system. The course would include both intensive small group analysis, as well as individual examination of topics.

PSY614
Substance Abuse (3 cr. hours)
Prerequisite: PSY551
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 cr. hours)
This course covers information regarding drug abuse and society, more specifically; it examines the social, legal, economic, and psychological effect of drugs on individual behavior as well as the impact on society as a whole. This is a very comprehensive area, and the course will be reading/writing intensive. This course examines the various types of drugs, their dynamics of use, abuse, addiction, and recovery. A historical view of drug use, and legal and social responses are covered. Current trends in crime and drug control are examined, including the connection between drugs and crime, the illicit drug industry, law enforcement, drug courts, legalization, and decriminalization. Additionally, prevention, diagnosis, and treatment of drug abuse are also covered.

PSY620
Sex Crimes and Paraphilias (3 cr. hours)
Prerequisite: PSY547
This course explores the wide net that the term sex crime casts. In exploring the many different types of sex crimes that exist, detailed focus will be placed on the typology and etiology of the offenders who commit these various crimes and the effect that these crimes have on their victims. The legal system has put in place many policies governing sex offenders based upon an underlying assumption that sex offenders pose a greater risk to society than other types of criminals. We will discuss the various legal issues that surround sex offenders and explore empirical research to determine if this underlying assumption is valid. Topics of treatment effectiveness, therapeutic jurisprudence, and the challenges of managing sex offenders in the community will also be discussed.
PSY621
Social Psychology (3 cr. hours)
This course is intended to provide a graduate level survey of the content, theories, research paradigms, and findings of the field of social psychology. After completing this course, students will understand the types of questions social psychologists address and the current state of knowledge in the field. The class will be conducted in a lecture/discussion format.

PSY622
Cognitive Psychology (3 cr. hours)
This course is an in-depth study of the key areas of cognitive psychology, a sub-discipline of psychology, which examines the mental processes that underlie human thought and behavior such as perception, attention, representation, memory, reasoning, language, and expertise.

PSY625
Applied Advanced Psychological Assessment (4 cr. hours)
Prerequisite: PSY551
This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

PSY626
Advanced Psychological Assessment Theory (3 cr. hours)
Prerequisite: PSY552
This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

PSY630
Lifestyles and Career Development (3 cr. hours)
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.

PSY631
Neuropsychology (3 cr. hours)
This course covers knowledge of neuropsychology, a branch of psychology that concerns itself with relationships between the brain, nervous system, cognition, affect, and behavior. This course is designed to provide a student with an in-depth overview of the field neuropsychology with special emphasis on behavioral impairments.

PSY635
Cultural Competence in Professional Practice in Forensic Psychology (3 cr. hours)
Prerequisite: PSY530
Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how the value systems of different cultures are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies, create a culturally competent agency.
PSY637
Forensic Counseling (3 cr. hours)
Prerequisite: PSY625
This course will cover the theories and practice strategies involved in counseling juvenile and adult offenders. Emphasis is on the evaluation and the development of effective models and treatment oriented interventions for counseling clients in a correctional or community environment. Focus is on development of effective knowledge and skills in working with legally involved and court committed adult and juvenile offenders.

PSY640
Thesis (3 cr. hours)
Prerequisite: PSY515; Students must register for this course in their 4th semester. In order to register for the Thesis, students must not have received a final grade lower than a ‘B’ in any of their courses. Students who have received a final grade in any course lower than a ‘B’ should register for the Intercession.
Thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association the Tiffin University School of Criminal Justice and Social Sciences. Students must register for this course in their 4th semester.

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

PSY641
Capstone Research I (2 cr. hours)
The goal of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will implement the research plan as proposed in Capstone I. This will include ethical data gathering (as approved by faculty and where appropriate IRB) in a chosen and approved proposal topic consistent with the field. The topic should be based on a meaningful integration of the student's course of study to date. Communication and interpretation of the results will be required.

PSY642
Capstone Research II (2 cr. hours)
Prerequisite: PSY641
The goal of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will implement the research plan as proposed in Capstone I. This will include ethical data gathering (as approved by faculty and where appropriate IRB) in a chosen and approved proposal topic consistent with the field. The topic should be based on a meaningful integration of the student's course of study to date. Communication and interpretation of the results will be required.
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Assistant Professor of Computer Information Technology and Healthcare Administration
B.S., Ohio State University
M.B.A., Cleveland State University

Natalie McClain, Assistant Professor of Mathematics
B.S., Bowling Green State University
M.A., Heidelberg University

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B.B.A., Tiffin University
M.B.A., Tiffin University
Ph.D., University of Toledo

Sami Mejri, Assistant Professor of Science
B.S., Bowling Green State University
M.Ed., University of Toledo

Shane Parendo, Assistant Professor of Economics
B.S., University of Minnesota
M.S., University of California, Santa Barbara
M.A., University of California, Santa Barbara
Ph.D., University of California, Santa Barbara

Krista Petrosino, Assistant Professor of English
B.A., Silver Lake College
M.A., John Carroll University
Ph.D., Bowling Green State University
Peter Piraino, Assistant Professor of Criminal Justice and Security Studies
B.S., Western Illinois University  
M.A., Governors State University

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B.A., George Mason University  
B.Mus., George Mason University  
M.Mus., University of Northern Colorado

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B.A., Heidelberg University  
M.A., Bowling Green State University  
M.Ed., Bowling Green State University

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B.S., Cleveland State University  
M.S., Cleveland State University  
Ph.D., Cleveland State University

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B.F.A., Columbus College of Art & Design  
M.F.A., Indiana University

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B.A., Kent State University  
M.S., University of Akron  
Ph.D., Case Western Reserve University

Wendy Ziems-Mueller, Assistant Professor of Management
B.S., Heidelberg University  
M.B.A., Heidelberg University  
Ph.D., University of Phoenix

Dalva Church, Instructor of English
B.A., Thomas Edison State College  
M.Hum., Tiffin University

Brandon Clay, Instructor of English and American Literature
B.A., Hiram College  
M.A., Miami University

Robin Dunlap, Instructor of Mathematics
B.S., California University of Pennsylvania  
M.S., Marshall University  
M.A., Winebrenner Theological Seminary

Ana Paula Fantini, Instructor of Exercise Science and Biology
B.S., Union College  
M.A., Union College

Tiffanie Goff, Instructor of English
B.S., Valdosta State University  
M.A., New Mexico State University

James Gucker, Instructor of Business Law
B.A., Bowling Green State University  
J.D., University of Toledo

Jamie Marinis, Instructor of English
B.S., Kent State University  
M.Ed., Kent State University

Corri Miller, Instructor of Human Resource Management
B.S., University of Findlay  
M.A., University of Findlay

Leonard Reaves, III, Instructor of Computer Information Systems
B.B.A., Tiffin University  
M.B.A., Tiffin University

David Selnick, Instructor of Intelligence and Security Studies
B.S., Bowling Green State University  
M.O.D., Bowling Green State University  
M.A., Royal Military College of Canada

Michael White, Instructor of Criminal Justice
B.S., Cleveland State University  
M.S., University of Cincinnati

Frances Fleet, Librarian
B.S., Heidelberg University  
M.L.S., Kent State University

Melissa Weininger, Registrar
B.S., Bowling Green State University  
M.B.A., Heidelberg University

Emeritus Faculty and Administrators
George Kidd, Jr., President Emeritus  
Paul Marion, President Emeritus  
Charles Christensen, Dean Emeritus  
John Millar, Dean Emeritus, Professor Emeritus  
Laura Mays, Professor Emeritus  
Miriam Fankhauser, Professor Emeritus
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Dr. Curtis Charles, President
Nancy Gilbert, Executive Assistant to the President
Lori Hall, Equal Opportunity Officer
Lisa Williams, Executive Director of Media Relations and Publications
Jessica Huffman, Media Relations Specialist
Mary Ann Stearns, Creative Director and Graphic Designer
Dr. Zhaolu Lu, China Program Coordinator

ACADEMIC AFFAIRS
Dr. Lillian Schumacher, Vice President for Academic Affairs
Ellen Lucius, Administrative Assistant to the VPAA
Megan Borich, Director, Special Academic Programs
Nicholas Reinhard, Director, First-Year Studies

School of Arts and Sciences
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Jeanie Fisher, Administrative Assistant
Dr. Aaron Burton, School Director and Chair, Humanities Program and English and History Programs
Dr. Victoria Ingalls, Chair, Formal and Natural Sciences Programs
Professor Michael Kidd, Chair, BS Information Technology Program
Dr. Daniel Lambert, Chair, Master of Education Program
Professor Michelle Maus, Chair, BS Healthcare Administration Program
Professor Sami Mejri, Chair, BA Professional Studies and AA General Studies Programs
Dr. Jennifer Young, Chair, Master of Humanities Program
Tiffanie Golf, Director, ESL Program
Dr. Mary Grennan, Director, Theatre Arts
Professor Lee Fearnside, Curator, Diane Kidd Gallery
Brad Rees, Director, Music Department
Nathan Santos, Director, Commercial Music
Robert Ciesluk, Director, Bands

School of Business
Dr. Terry Sullivan, Interim Dean and Chair, Quantitative and Business Law Programs
Lori Distel, Administrative Assistant
Professor Kristina Collins, School Director
Dr. Kellie McGilvray, Internship Coordinator
Professor Diego Hernandez, Chair, Online & Off-Campus BBA & ABA Programs
Professor Teresa Miller, Chair, Management and Marketing Programs
Dr. Wendy Ziem-Mueller, Chair, Master of Business Administration Program

School of Criminal Justice and Social Sciences
Dr. Gordon Crews, Dean
Linda Good, Administrative Assistant
Dr. Jeffry Stockner, School Director
Professor Steven Borawski, Chair, Online BA Psychology & MS Psychology Programs
Professor Lacy Ellis, Chair, MS Criminal Justice Program
Professor Michael Lewis, Chair, Online ACJ and BCJ Programs and BCJ Degree Completion Programs
Professor Pete Piraino, Chair, Criminal Justice and National Security Programs
Dr. Phyllis Watts, Chair, Behavioral and Social Sciences Programs

ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS
Dr. Teresa Shafer, Assistant Vice President for Academic Affairs
Vacant, Director, Outcomes Assessment

ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS
Dr. Virginia Arp, Assistant Vice President for Academic Affairs
Audrey Jensen, Administrative Assistant

Graduate and Distance Education Operations
Vacant, Director, Curriculum Design
Mary Davis, Instructional Designer
Amanda Dominique, Instructional Designer
Bili Zeher, Instructional Designer
Jennifer Featherston, Instructional Resources Coordinator
Luan Edwards, eLibrarian
Nathan Treadway, LMS Director
Savannah Harner, LMS Coordinator
Sherri Miller, Director, Faculty Services
Vicki Frantz, Faculty Services Coordinator

Center for Teaching Excellence
Dr. Lisa Kahle-Piasecki, Director, Center for Teaching Excellence
Kristi Krintzline, Director, Faculty Training and Development
John Kleinoeder, Director, Instructional Technologies
Matt Castanada, Instructional Technologies Coordinator

Pfeiffer Library
Frances Fleet, Director
Catherine Carlson, Reference Librarian
ENROLLMENT MANAGEMENT
Dr. Jeremy Marinis, Vice President for Enrollment Management
Denise Burkin, Assistant to the Vice President for Enrollment Management and
Veterans Affairs Coordinator

Undergraduate Admissions
Sarah Johnson, Director, Undergraduate Admissions
JoElle Hall, Assistant Director of Undergraduate Admissions
Deborah Landis, Undergraduate Admissions Counselor
Chelsea Bass, Undergraduate Admissions Counselor
Mallory Siebenaller, Undergraduate Admissions Counselor
Matthew Steel, Undergraduate Admissions Counselor
Ali Rees, Music and Dance Recruitment Coordinator

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Nikki Hintze, Director, Graduate and Distance Education Academic Advising
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Erin Kisabeth, Graduate Academic Advisor
Matthew Zabel, Graduate Academic Advisor
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Mary Ellen Denny, Online Academic Advisor
Melodie Myers, Online Academic Advisor

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Andrea Faber, Director, Financial Aid
Cindy Little, Assistant Director of Financial Aid
Tangi Slattery, Assistant Director of Financial Aid
Krista Swanagan, Financial Aid Counselor
Diane Vassalle, Financial Aid Counselor
Julie Allen, Financial Aid Counselor
Beth Leary, Financial Aid Counselor
Kimberly Kipps, Financial Aid Operations Coordinator

Admissions Operations
Justin Schlenker, Director, Admissions Operations
Justin Baker, Assistant Director of Admissions Operations
Yaw Mamphey, Coordinator of Admissions Operations
Dave Scott, Coordinator of Admissions Operations

Registration and Records
Melissa Weininger, Registrar
Judy Halley, Office Manager
Andrea Draper, Assistant Registrar
Brooklyn Boehler, Registration and Records Coordinator
Krista Swanagan, Academic Services Coordinator
Maiti Burrios Rengifo, Registration and Records Coordinator

Academic Support Programs
Annette Staunton, Executive Director of Academic Support Programs and
Chief Retention Officer
Judy Gardner, Director, Undergraduate Academic Advising
Mark Schrock, Director, Tutoring Services
Kristyn Wilkins, Undergraduate Academic Advisor
Brianna Hurd, Undergraduate Academic Advisor
Melissa Waie, Undergraduate Academic Advisor

Graduate and Distance Education Admissions
Amy Wood, Director, Graduate and Distance Education Admissions
Debra Kaya, Coordinator of Enrollment Services
Alexandra Kirchner, Online Transfer Admissions Counselor
Cooper Conrad, Online Admissions Counselor
Megan Miller, Online Admissions Counselor
Bill Schumacher, Manager, Northeast Ohio Academic Centers
Betsy Winters, Manager, Northwest Ohio Academic Centers
Zachary Ball, Graduate Admissions Counselor
Sharon McIntosh, Graduate Admissions Counselor
Megan Fowler, Graduate Admissions Counselor

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Scott Saracusa, Director, International Admissions
Callie Brutcher, International Admissions Counselor

International Student Advising and Programming
Rachel Crooks, Director, International Student Advising
Carol McDannell, Director, International Student Programs

DEVELOPMENT and PUBLIC AFFAIRS
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Sandy Koehler, Administrative Assistant
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Vickie Galaska, Director, Alumni Relations
Joe Borich, Director, Annual Fund
Jason Griffin, Director, Marketing and Communications
Jennifer Saam, Assistant Director of Marketing and Communications
Russ Snyder, WTUB Operations Manager
Linda Good, Grants Coordinator
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Charles Arndt, Assistant Vice President for Finance
Joel Wilkins, Assistant Controller
Matthew Missicasi, Staff Accountant
Donna Frank, Senior Financial Analyst
Rebecca Brose, Cashier

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Bud Kinn, Director, Facilities
Nancy Miller, Assistant Director of Facilities
Jerry Adams, Grounds Maintenance Supervisor
Dennis Kline, Grounds Maintenance
Graham Ryan, Grounds Maintenance
Dennis Welly, Grounds Maintenance
Debbie Larick, Housekeeping Supervisor
Jamie Bauman, Housekeeper
Vickie Daniel, Housekeeper
Sharri Depinet, Housekeeper
Tammy Dewald, Housekeeper
Kim Feasel, Housekeeper
Mary Frisch, Housekeeper
Kathleen Jackson, Housekeeper
Julie Johnson, Housekeeper
Rhonda Keiffer, Housekeeper
Jillynda Kirian, Housekeeper
Julie Nighswander, Housekeeper
Josephine Nutter, Housekeeper
Kari Parkhurst, Housekeeper
Martha Pennycuff, Housekeeper
Steven Rau, Housekeeper
Emma Riley, Housekeeper
Stephanie Rohrbach, Housekeeper
Michelle Schwartz, Housekeeper
Alicia Swartzmiller, Housekeeper
Sharon Uitto, Housekeeper
Michelle Vogel, Housekeeper
Connie White, Housekeeper
Marcella Zuern, Housekeeper
Pete Reinhart, Maintenance Supervisor
Anthony Arend, Maintenance
Ron Depinet, Maintenance

Scott Acree, Maintenance
Dale Graham, Maintenance
Geoff Lescallet, Maintenance
Richard Kline, Maintenance
Tom Wahl, Maintenance
John Wank, Maintenance
John Yates, Maintenance

Information Technology Services
Scott Ferguson, Chief Information Officer
Jennifer Stuller, Systems Administrator
Brian Smith, Systems Administrator
Raji Ayyaderara, Senior Application Data Specialist
Micah Rettig, Application Data Specialist
Ben Wagner, Help Desk Technician

HUMAN RESOURCES and CAMPUS SERVICES
Lori Hall, Vice President for Human Resources and Campus Services and Equal Opportunity Officer

Human Resources
Deb Fowler, Human Resource Specialist
Deb Phillips, Payroll Accountant
Deidre Herdlick, Human Resource Generalist

Student Affairs
Mike Herdlick, Dean of Students
Susan Ross, Director, Student Engagement
Mandi Hummel, Director, Residence Life
Noah Fox, Director, Housing Operations
Julie George, Director, Wellness and Counseling Services
Jill Earl, Office Manager
Jennifer Boucher, Director, Campus Security
Jacob Simon, Assistant Director of Residence Life and Housing Operations
Celinda Scherger, Director, Career Development
Brandon Bigelow, Area Coordinator
Michael LaTorre, Area Coordinator
Natasha Saylors, Area Coordinator

Assistant Vice President for Diversity and Equity
Dr. Sharon Perry-Fantini, Assistant Vice President for Diversity and Equity
Sally Kloeper, Director, Accessibility Services
Bookstore/Mail Center
Vacant, Bookstore and Mail Center Manager
Heather Hamilton, Assistant Bookstore Manager
Janice Ogden, Assistant Mail and Print Center Manager
Tracy Hossler, Bookstore and Mail Center Clerk

University Health Services
Frances Ford, Nurse Practitioner
Melinda Heyman, Coordinator of University Health Services

ATHLETICS
Lonny Allen, Athletic Director
Kelly Daniel, Assistant Athletic Director for Compliance and Athletic Services
Shane O'Donnell, Sports Information Director and Assistant Athletic Director
Matt Kibler, Assistant Sports Information Director
Lauren Caminiti, Senior Woman Administrator
Joe Wilkins, Head Baseball Coach
James Richardson, Assistant Baseball Coach
Jerry Buccilla, Head Men's Basketball Coach
Jullian Sullinger, Assistant Men's Basketball Coach
Jason Mishler, Head Women's Basketball Coach
Karli Mast, Assistant Women's Basketball Coach
Jeremy Croy, Head Track and Field Coach and Heminger Center Manager
Kevin Kean, Assistant Track Coach
Ray Robinson, Assistant Track and Field Coach
Gray Horn, Assistant Track and Field Coach
Laura Iguane, Assistant Track and Field Coach
Gary Goff, Head Football Coach
Matt Edwards, Football Defensive Coordinator
Josh Ison, Assistant Head Football Coach
Lee Stalker, Assistant Football Coach
Steve Gilbert, Assistant Football Coach
David Bucar, Assistant Football Coach
Adam Neugebauer, Assistant Football Coach
Tristan Griffin, Director of Football Operations and Assistant Football Coach
Darby Roggow, Head Men's Golf Coach and Director of Club and Recreational Sports
Erica Brown, Head Women's Lacrosse Coach
Rudy Brownell, Head Men's Soccer Coach
Matt Procopio, Assistant Men's Soccer Coach
Melissa Bigg, Head Women's Soccer Coach
Laura Middleton, Assistant Women's Soccer Coach
Jeff Nickerson, Head Softball Coach
Melodie Heyne, Assistant Softball Coach
Noah Moran, Head Swimming and Diving Coach
Phil Conley, Head Tennis Coach
Dana Cordova, Head Volleyball Coach
Shauna Hurles, Assistant Volleyball Coach
Joe Simcoe, Head Wrestling Coach
Dustin Porter, Assistant Wrestling Coach
Julie Vogel, Head Equestrian Coach
Lucas Phillips, Head Athletic Trainer
Nathaniel Clements, Athletic Trainer
Daniel Frankhart, Athletic Trainer
Stephanie Smith, Athletic Trainer
Elizabeth Saulinas, Athletic Trainer
Jennifer Rosselt, Strength and Conditioning Coach
2015-2016 Calendar

UNDERGRADUATE – TIFFIN CAMPUS

SUMMER 2015
Summer Term I – 7 week session
Classes Begin: ............................................................. Monday, May 4
Memorial Day Break: .......................................................... May 25
Last day ‘WD’ Without Failing Grade: ........................................... June 4
Final Examination: .......................................................... June 17-18
Final Grades Due: ............................................................ June 23

Summer Term II – 7 week session
Classes Begin: ............................................................. Monday, June 29
Last day ‘WD’ Without Failing Grade: ....................................... July 30
Final Examination: .......................................................... August 12-13
Final Grades Due: ............................................................ August 18

FALL SEMESTER 2015
New Student Orientation: .................................................. August 21-23
Classes Begin: ............................................................. Monday, August 24
Labor Day (No class): .......................................................... September 7
Last Day to Add a Class to an Existing Schedule: ..................................... August 26
Midterm: ............................................................. Week of October 5
Midterm Break: .......................................................... October 12-13
Midterm Grades Due: .......................................................... October 14
Spring Semester Advising: ............................................. October 14-30
Last Day to Withdraw Without a Failing Grade: .................................... November 2
Registration for Spring 2016:
October 26: Seniors & Juniors
November 2: Sophomores
November 9: First-Year
Thanksgiving Recess: .......................................................... November 25-27
Last Day of Class: .......................................................... December 4
Final Examination Period: .................................................. December 7-10
Final Grades Due: ............................................................ December 15

SPRING SEMESTER 2016
Classes Begin: ............................................................. Monday, January 11
Last Day to Add a Class to an Existing Schedule: ................................ January 13
Midterm: ............................................................. Week of February 22
Midterm Grades Due: .......................................................... March 7
Spring Break: ............................................................. February 29-March 4
Classes Resume: ........................................................... March 7
Summer and Fall Semester Advising: ........................................... March 25
Last Day to Withdraw Without a Failing Grade: .................................... March 22
Good Friday (No class): .......................................................... March 25
Registration for Summer and Fall 2016 Begins:
March 21: Seniors & Juniors
March 28: Sophomores
April 4: First-Year
Last Day of Class: .......................................................... April 22
Final Examination Period: .................................................. April 25-April 28
Commencement: ............................................................. Saturday, April 30, 2016
Final Grades Due: ............................................................ May 3
UNDERGRADUATE – ONLINE ASSOCIATE & BACHELOR PROGRAMS

SUMMER SEMESTER 2015
May Classes (7 Week): May 4 to June 21
Last Day to Withdraw Without a Failing Grade: June 4
Final Grades Due: June 23

July Classes (7 Week): June 29 to August 16
Last Day to Withdraw Without a Failing Grade: July 30
Final Grades Due: August 18

FALL SEMESTER 2015
August Classes (7 Week): August 24 to October 11
Last Day to Withdraw Without a Failing Grade: September 24
Final Grades Due: October 14

October Classes (7 Week): October 19 to December 6
Last Day to Withdraw Without a Failing Grade: November 19
Final Grades Due: December 15

SPRING SEMESTER 2016
January Classes (7 Week): January 11 to February 28
Last Day to Withdraw Without a Failing Grade: February 11
Final Grades Due: March 1

March Classes (7 Week): March 7 to April 24
Last Day to Withdraw Without a Failing Grade: April 7
Final Grades Due: April 26

Commencement: Saturday, April 30, 2016

GRADUATE – MBA TIFFIN CAMPUS

SUMMER SEMESTER 2015
May Classes (7 Week): May 4 to June 18
Memorial Day Break: May 25
Last Day to Withdraw Without a Failing Grade: June 4
Final Grades Due: June 23

FALL SEMESTER 2015
August Classes (7 Week): August 24 to October 15
Labor Day (No classes): September 7
Last Day to Withdraw Without a Failing Grade: September 25
Final Grades Due: October 20

October Classes (7 Week): October 19 to December 3
Last Day to Withdraw Without a Failing Grade: November 19
Thanksgiving Recess: November 26
Final Grades Due: December 15

SPRING SEMESTER 2016
January Classes (7 Week): January 11 to February 25
Last Day to Withdraw Without a Failing Grade: February 11
Final Grades Due: March 1

March Classes (7 Week): March 7 to April 21
Last Day to Withdraw Without a Failing Grade: April 7
Final Grades Due: April 26

Commencement: Saturday, April 30, 2016
### GRADUATE – MS/CRIMINAL JUSTICE: FORENSIC PSYCHOLOGY

#### TIFFIN CAMPUS

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### GRADUATE – MS/CRIMINAL JUSTICE: JUSTICE ADMINISTRATION

#### TIFFIN CAMPUS

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<td>Saturday, April 30, 2016</td>
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### GRADUATE – ONLINE MBA, MEd, MS ONLINE

<table>
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### GRADUATE – MH ONLINE

<table>
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ADDENDUM A:

Under the heading TRANSFER OF CREDITS FROM OTHER INSTITUTIONS (p. 28):

TIME LIMIT FOR COMPLETION OF DEGREE
All course work must be completed within ten (10) years for Undergraduate and six (6) years for Graduate degrees from the semester the student first enrolls in a degree program at Tiffin University. If a student needs more time to complete the program, the student must petition his/her School Dean for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date.

Time Limit on Coursework for Transfer Credit
1. Coursework completed within 10 years of enrollment at Tiffin University will be considered towards all degree requirements.
2. Coursework older than 10 years of the enrollment semester/year at Tiffin University will be considered by the Registrar for Open Elective credit.